

**MacARTHUR PARK HOMEOWNERS' ASSOCIATION, INC.  
CONDUCT OF MEETINGS POLICY**

Effective Date: 17 Dec 09

In compliance with the Colorado Common Interest Ownership Act, the Executive Board desires to adopt a uniform and systematic policy to address conduct at Board and Member meetings. This policy revises and updates the policy previously adopted by the Board of Directors to include provisions of Senate Bill 06-89.

The Association hereby adopts the following policies and procedures for Board and Member meetings:

**A. BOARD MEETINGS**

1. The dates for monthly Board meetings may be established by Board resolution and no further notice shall be required. If a meeting falls on a legal holiday, the Board meeting may be held on the next day that is not a legal holiday. Notice of Special Board meetings shall be given at least three days prior to the meeting. Notice of Special Board meetings shall be given to Board members by telephone, email delivery, facsimile transmission or mailed, postage pre-paid.

2. All Board meetings shall be open to attendance by Members of the Association, or their representatives, provided that the Board may go into executive session for any purpose allowed by law. Members may be excluded from executive session. Prior to going into executive session, the chair of the meeting shall announce the purpose for the executive session.

3. The Board may post notice of upcoming Board meetings in the Association's newsletter.

4. The meeting agenda shall be made reasonably available for examination by Members of the Association or their designated representatives.

5. There may be a Members' forum at the beginning of each regular Board meeting. The chair of the meeting shall have discretion to set a reasonable time limit on the Members' forum. The rules for Member participation during the meetings are as follows:

(a) Each Member who wishes to address the Board on an agenda item or on any other matter will be given a reasonable time to speak, provided the chair may impose reasonable time limits to facilitate Member participation. After other Members have had an opportunity to speak, then a Member who has already spoken will be given another opportunity, time permitting.

(b) Each Member who wishes to speak must be recognized by the chair. Once recognized, the Member shall state his/her name and address.

(c) All comments must be delivered in a businesslike and professional manner. Personal attacks or inflammatory comments will not be permitted.

(d) To facilitate free and open discussion, Members shall not record meetings on audiotape or videotape unless a prior request is made to and approved by the Board. The Board shall have the right, but not the obligation, to tape meetings to assist the Secretary in preparing minutes. Any tapes of meetings by the Board for such purpose may be destroyed after the minutes are prepared.

(e) A Member who wishes to speak about any matter on the agenda of the Board meeting shall do so only during the Members' forum, unless the Board authorizes discussion on agenda items during the business portion of the meeting.

(f) The Board is not obligated to take immediate action on any item presented by a Member.

6. Following the conclusion of the Members' forum, the Board will proceed with the business portion of the meeting. Members who attend or remain may not participate in deliberation or discussion during this portion of the Board meeting unless expressly authorized by a vote of the majority of a quorum of the Board.

7. Items may be discussed pursuant to the meeting agenda, provided that items may be taken out of order if deemed advisable by the chair. Items not on the agenda may be discussed once all other items have been concluded, time permitting. If items that are not on the agenda are discussed, Members shall be given a reasonable opportunity to comment in accordance with the terms of Paragraph 5 above.

8. Any director may make a motion. All motions shall be recorded in the minutes. If any director requests his/her vote in favor or against or his /her abstention be recorded in the minutes, the minutes shall so reflect.

9. Board meetings are not required to be held in accordance with Robert's Rules of Order.

## **B. ANNUAL MEETINGS/SPECIAL MEMBER MEETINGS**

1. Notice of a Membership meeting shall be sent to each Member not less than 15 or more than 50 days prior to the meeting.

2. Each Member will sign in prior to the meeting for himself/herself and for any proxies he/she holds. If an election or vote is to be held, the Member will be given the appropriate number of ballots. Alternatively, the Association may indicate the number of proxies held on the ballot itself.

(a) Secret ballots are required for the following: (i) any ballot for election of a contested position on the Board of Directors; and (ii) any ballot for other matters if so requested by at least 20% of the Members present in person or by proxy at the meeting.

(b) If secret balloting is not required, the Association may indicate the number of proxies held on the ballot itself.

3. The President of the Board of Directors, or other person directed by the Board, will call the meeting to order and conduct the meeting. The meeting may proceed in the order set forth in the agenda.

4. To facilitate and encourage member participation, each Member who wishes to speak will be given three minutes to speak, provided the chair shall have discretion to extend the time that a Member may speak. Members may not speak a second time until everyone who wishes to speak has been given an opportunity to speak once. Members may not speak more than twice on any one topic, subject to the chair's discretion.

5. Members must maintain decorum and refrain from addressing the Membership or Board until recognized by the chair. Upon being recognized, the Member must state his/her name and address.

6. Members may not interrupt anyone who validly has the floor, or otherwise disrupt the meeting. Members may not engage in personal attacks on either Board Members or other Association Members. All comments and questions are to be delivered in a businesslike manner and comments shall be confined to matters germane to the agenda item being discussed. No Member may use abusive, rude, threatening, vulgar or crude language.

7. To facilitate free and open discussion Members shall not record meetings on audiotape or videotape unless a prior request is made to and approved by the Board. The Board shall have the right, but not the obligation to tape meetings to assist the Secretary in preparing minutes. Any tapes of meetings by the Board for such purpose may be destroyed after the minutes are prepared.

8. Members must obey all orders made by the meeting chair, including an order to step down.

9. Any Member who refuses to follow the above rules will be asked to leave the meeting.

10. Any motions must be seconded prior to discussion and voting. Because the nature of a motion and vote may be outside the Members' authority, the Board reserves the right to determine whether a motion will be considered binding on the Association or a recommendation for proceeding. Such determination may be made following consultation with legal counsel.

11. Ballots shall be counted by a neutral third party or by a committee of volunteers who shall be Members selected or appointed at an open meeting by the President of the Board or other person presiding during that portion of the meeting. The committee of volunteers shall not be board members and, in case of a contested election


for a Board position, shall not be candidates. The results of a vote taken by secret ballot shall be reported without identifying information of Members participating in such vote.

12. Meetings are not required to be held in accordance with Robert's Rules of Order.

IN WITNESS WHEREOF, the undersigned certify that this Conduct of Meetings Policy was adopted by resolution of the Board of Directors of the Association on this 17<sup>th</sup> day of December, 2009.


MacARTHUR PARK HOMEOWNERS'  
ASSOCIATION, INC.,  
a Colorado nonprofit corporation,

By:

  
Print Name: Dennis Haubert  
Its: President

ATTEST:

By:

  
Print Name: Virginia D. Roof  
Title: VP