

NORTH SHORE AT LAKE HART HOMEOWNERS ASSOCIATION, INC.

PROCEDURAL RULES FOR CONDUCTING MEETINGS

- SUBJECT:** Adoption of procedural rules for conducting Owner and Board meetings.
- PURPOSE:** To facilitate the efficient operation of Owner and Board meetings and to afford Owners an opportunity to provide input and comments on decisions affecting the community.
- AUTHORITY:** Declaration of Covenants, Conditions and Restrictions for North Shore at Lake Hart, Bylaws and Article of Incorporation of the Association and pursuant to Florida Statutes governing Homeowners' Associations.
- EFFECTIVE DATE:** **March 21, 2016**
- RESOLUTION:** The Association hereby adopts the following procedural rules for conducting meetings.

1. Owner Meetings. Meetings of the Owners of the Association shall be called pursuant to the Bylaws of the Association.

(a) Notice.

- (1) In addition to any notice required in the Bylaws, written notice of any meeting of the Owners shall be physically and electronically posted at least 14 days prior to each such meeting.

(b) Conduct.

- (1) All meetings shall be governed by the following rules of conduct and order:
 - (A) The President of the Association or designee shall chair all Owner meetings.
 - (B) Only deeded homeowners or parties invited by the Board of Directors or Staff may attend meetings.
 - (C) All Owners and parties who attend a meeting of the Owners must sign in, present any proxies and receive ballots as appropriate. (See below section in regard to voting.)
 - (D) Any person desiring to speak shall sign in on sheet provided at check in and indicate if he/she is for or against an agenda item(s).
 - (E) Anyone wishing to speak must first be recognized by the Chair.
 - (F) Only one person may speak at a time.
 - (G) Each person who speaks shall first state his or her name and Unit address.

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- (D) Anyone desiring to speak shall first be recognized by the Chair.
- (E) Only one person may speak at a time.
- (F) Each person who speaks shall first state his or her name and Unit address.
- (G) Any person who is represented at the meeting by another person, as indicated by a written instrument, will be permitted to have such person speak for him/her.
- (H) Those addressing the meeting shall be permitted to speak without interruption for at least three minutes as long rules of conduct are followed.
- (I) Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting or issue at hand.
- (J) Each person shall be given up to a maximum of three minutes to speak or to ask questions, although questions may not be answered until a later date. Each person may only speak once during the owner forum and once on any other issue prior to a vote by the Board on such an issue. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased by the Chair but shall be uniform for all persons addressing the meeting.
- (K) Minutes of actions taken shall be kept by the Association.
- (L) Meetings of the Board may be audio, video or otherwise recorded by members as long as:
 - a. Member wishing to utilize recording equipment during the meeting shall so indicate at the time of sign in.
 - b. Recording equipment is positioned behind the Board of Directors pointing towards attendees and does not interfere with a Board of Director, management personnel, or the meeting.
 - c. Independently operated recording equipment is limited to either a camera and tripod or audio recording device which stands alone.
 - d. Recording from personal mobile devices is prohibited if not in compliance with above standards.
 - e. No alternating current power will be provided for member's recording equipment.
 - f. Recorded content shall not be disseminated to the general public through any means and is for the sole use of members.
 - g. Failure to comply with recording standards may result in forfeiture of right to utilize audio and/or visual recording equipment.
- (M) Anyone disrupting the meeting or not in compliance with above listed conduct, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting.
- (N) Members of the Board are expected to identify possible Conflicts of Interest with any issue before the Board and may discuss the issue but abstain from voting.
- (O) Members of the Board must maintain confidentiality.