

COVE TOWERS PRESERVE CONDOMINIUM ASSOCIATION INC. POLICY & PROCEDURE

RULES FOR OWNERS PARTICIPATION IN BOARD OF DIRECTORS MEETING, A BUDGET COMMITTEE MEETING AND A MEETING OF ANY COMMITTEE AUTHORIZED TO TAKE ACTION ON BEHALF OF THE BOARD; AND OF THE LOCATION FOR POSTING NOTICES OF MEETINGS.

1. THE RIGHT TO SPEAK:

- a. To the maximum extent practical, the posted Board meeting agenda for each meeting shall list the substance of matters and actions to be considered by the Board.
- b. Roberts Rules of Order (latest edition) shall govern the conduct of the Association meeting when not in conflict with the Declaration of Condominium, the Articles of Incorporation or the by-Laws.
- c. After each motion is made and seconded by the Board members the meeting Chairperson will permit owner participation regarding the motion on the floor, which time may be limited depending on the complexity and effect on the Association.
- d. Owner participation will not be permitted after reports of officers or committees unless a motion is made to act upon the report, or the Chair determines that it is appropriate or is in the best interest of the Association.
- e. An owner wishing to speak must first raise his or her hand and wait to be recognized by the Chair.
- f. While an owner is speaking he or she must address only the Chair, no one else is permitted to speak at the same time.
- g. An owner may speak only once for not more than three (3) minutes and only on the subject or motion on the floor.
- h. The Chair may, by asking if there be any objection and hearing none, permit an owner to speak for longer than three (3) minutes, or speak more than once on the same subject. The objection, if any, may be that of a Board member only and if there is an objection then the question will be decided by a vote of the Board.
- i. The chair will have the sole authority and responsibility to see to it that all owner participation is relevant to the subject or motion on the floor.

Name: Rules for Meetings & Location of Notice Posting	Revision Date: 6/14/12
Number: 004	Page 1 of 2

COVE TOWERS PRESERVE CONDOMINIUM ASSOCIATION INC. POLICY & PROCEDURE

2. THE RIGHT TO VIDEO OR AUDIOTAPE:

- a. The audio and video equipment and devices which owners are authorized to utilize at any such meeting must not produce distracting sound or light emissions.
- b. Audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting in a location that is acceptable to the Board or the Committee.
- c. Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- d. At least 24 hours advance notice shall be given to the Board by any owner desiring to utilize any audio and/or video equipment to record a meeting.
- e. An announcement must be made immediately at the outset of a meeting that the proceedings are being recorded or taped by an owner or the Board of Directors/Property Manager.

3. **LIMITATION ON THE ASSOCIATION'S OBLIGATION TO RESPOND TO WRITTEN INQUIRES – THE ASSOCIATION SHALL NOT BE OBLIGATED TO RESPOND TO MORE THAN ONE WRITTEN INQUIRY FROM A UNIT OWNER FILED BY CERTIFIED MAIL IN ANY GIVEN 30 DAY PERIOD. IN SUCH CASE, ANY ADDITIONAL INQUIRY OR INQUIRIES MUST BE RESPONDED TO IN THE SUBSEQUENT 30 DAY PERIOD OR PERIODS.**

4. **ALL NOTICES OF MEMBERSHIP, DIRECTORS AND COMMITTEE MEETINGS AT WHICH OWNERS ARE ENTITLED TO PARTICIPATE WILL BE POSTED IN THE LOCKED, GLASS FRONTED BULLETIN BOARD IN THE MAIL FOYER.**

Name: Rules for Meetings & Location of Notice Posting	Revision Date: 6/14/12
Number: 004	Page 2 of 2