

## PARKSIDE PLACE HOMEOWNERS ASSOCIATION, INC.

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### BOARD MEETING SPEAKERS POLICY APPROVED JUNE 3, 2021

The following guidelines are intended to ensure orderly conduct of meetings during in-person and virtual board meetings. This policy applies to homeowners and elected Board members.

**Preamble:** To set forth a consistent policy and procedure for the inclusion of resident participation at Association /Board Meetings, when applicable.

**Reference:** Florida Statute 720, Board Meetings; FS720.303 (2)(b) “Members have the right to attend all meetings of the board. The right to attend such meetings includes the right to speak at such meetings with reference to all designated items. The association may adopt written reasonable rules expanding the right of members to speak and governing the frequency, duration, and other manner of member statements, which rules must be consistent with this paragraph and may include a sign-up sheet for members wishing to speak. Notwithstanding any other law, meetings between the Board or a committee with the Association’s attorney to discuss proposed or pending litigation or meetings of the Board held for the purpose of discussing personnel matters are not required to be open to the members other than directors.”

**Policy:** Participation by the homeowners at Board meetings is encouraged under the following guidelines:

- I. **Recognition by the Presiding Officer:** No person shall address the Board unless recognized by the presiding officer during a portion of the agenda that allows for member participation and so designated by the Board.
- II. **For Agenda Items:** That is, matters listed on the agenda, the individual will be given the opportunity to speak at the appropriate section of the agenda. Sign-up to speak is required prior to the meeting. When recognized by the presiding officer to address the Board on an agenda item, only discussion regarding that issue will be permitted. Speakers must rise and give their name and unit number at a podium or other place authorized by the presiding officer, not from their seat in the audience. The time limit for addressing the Board on agenda items is three (3) minutes. Time limits may be extended at the discretion of the presiding officer.
- III. **For Non-agenda items:** Comments and questions can be addressed in the Open Forum segment of the meeting, held at the conclusion of the Board meeting and after formal adjournment. The presiding officer will call for questions and comments and no sign up is required. The time limit for addressing the Board during Open Forum is three (3) minutes. Time limits may be extended at the discretion of the presiding officer.
- IV. **Presentation of Questions/Comments:** Speakers shall direct comments and questions to the presiding officer and not to members of the audience. Questions may be redirected by the presiding officer to another officer or Board member, the management company representative or a committee chair at the discretion of the presiding officer.

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- V. **Failure to Follow Policy:** Failure to follow the above rules may be grounds for the presiding officer to request a speaker leave the meeting.
- VI. **Orderly Conduct:** This policy is intended to establish reasonable rules to ensure orderly conduct of Board meetings and requires orderly behavior on the part of those attending. Residents demonstrating disruptive or disorderly behavior at meetings or violating established rules of order will be called to order by the presiding officer. If such conduct continues, the presiding officer may call a recess and request the disruptive person leave the meeting room.
- VII. **Disruptive or disorderly behavior is defined as follows:**
- a. Refusal to confine the speech to the subject matter being addressed.
  - b. Refusal to follow instructions of the presiding officer.
  - c. Refusal to conform to time limits on speaking.
  - d. Conduct that significantly violates generally established rules of order and disrupts the meeting, such as:
    - i. Violent or tumultuous conduct
    - ii. Conduct creating danger to another's person or property.
    - iii. Provoking or engaging in a fight.
    - iv. Use of words that may threaten others.
    - v. Not speaking on the subject matter being addressed and refusing to do so when requested by the chairperson.
    - vi. Using obscene, profane, or vulgar language.