

FAWN RIDGE MAINTENANCE ASSOCIATION, INC.

MEETING PARTICIPATION POLICY RESOLUTION

Whereas, Chapter 720, General Provisions 720-303, Section 2b of the Florida Statutes, provides the Board of Directors with the power to adopt reasonable rules with respect to member participation in Board meetings, and

Whereas the Board of Directors for *Fawn Ridge Maintenance Association, Inc.*, desires to establish rules for the members participation in Board, Membership and Special meetings of the homeowner's association,

Now, therefore, let it be resolved that the following policy for Meeting Participation be adopted and adhered to and shall supercede all previous verions:

APPROVED:

DocuSigned by:

CF46966CCE36418...
President

1/11/2023
Date

DocuSigned by:
Denise Acevedo, Secretary and Treasurer
0D193B9EAC79454...
Secretary

1/11/2023
Date

Adopted at a duly noticed Board of Directors meeting held on January 10, 2023.

**MEMBER PARTICIPATION AT ASSOCIATION MEETINGS
AND CODE OF CONDUCT**

Fawn Ridge Maintenance Association conducts an annual meeting of the Membership, regular scheduled Board of Directors Meetings and special meetings as necessary. Every Member of the *Fawn Ridge Maintenance Association* shall have the right to speak at meetings to the extent required and permissible under Florida Statute Section 720.303 (2) and 720.206(6) for General Meetings and as described in the following document where such allowances or restrictions do not contravene the afore mentioned statutes.

Members have the right to attend all meetings of the board and to speak on any matter placed on the agenda by petition of the voting interests for at least three (3) minutes. 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, the requirement that board meetings and committee meetings be open to the members is inapplicable to meetings between the board or a committee and the association's attorney, with respect to meetings of the board held for the purpose of discussing personnel matters.

Members are invited to attend all meetings. It is essential for the efficient transaction of Association business being conducted at these meetings that all Members conduct themselves in an appropriate manner that serves the best interests of the whole Association. Members are expected to adhere to the following Code of Conduct at all meetings. The Association shall have the authority to enforce this Code of Conduct using any means available under the governing documents or state law.

- Non-Members may attend only by permission of the board and/or chairman.
- A copy of the Agenda will be placed on the Association website 48 hours prior to meeting.

Fawn Ridge Maintenance Association, Inc.

Meeting Participation Policy

- At meetings of the Board of Directors, the Members will not participate in the business portion of the meeting (with the exception of agenda items where 20% of the Membership has petitioned in accordance with state statute to address the topic or as described in this policy).
- At every Board meeting, a public forum will be held at the beginning of the meeting to allow Members to address concerns regarding any Association related items. Members must sign in with the Secretary prior to the meeting being called to order to be recognized. Speakers will be granted three (3) minutes each based on the order of registration for a cumulative total of 30 minutes. If the concern warrants a Board action, it will be placed on the agenda for the next scheduled meeting of the Board. In cases where an action is needed sooner than the next scheduled meeting, the Board may consider the topic under New Business or choose to take an action without a meeting and ratify the action at the next scheduled meeting. No more petitions will be accepted after the board meeting is called to order and after the maximum time is expired, members not being permitted to speak will be given priority for the next Board meeting. The thirty (30) maximum is waived for annual General Board meetings where members are not afforded the opportunity to speak on each Agenda item unless placed on the Agenda by the voting interest.
- At every Board Meeting excluding special meetings and annual general Board meetings, members will also be given the opportunity to speak against any item on the agenda. Each member wishing to speak on an agenda item must register their desire to speak, with the Secretary prior to the meeting being called to order. Each member will be granted three (3) minutes to talk about the specific agenda item prior to the Board discussion of that specific item to a cumulative maximum of twelve (12) minutes per agenda item. There will be no limit on the number of agenda items that a single member may speak against, however, members must restrict their comments to the agenda item and the Chairman shall have the right to limit the member to the specific agenda topic. For discussions which would preclude the meeting from being concluded within any given time constraints, the Chairman shall also have the right to ask members to limit discussions or defer agenda items to another Board meeting.
- Members shall refrain from speaking until recognized by the meeting chair.
- During reports at General Membership Meetings (Annual or Special), Members should hold all questions until the reports are finished, then raise their hands and wait to be recognized by the meeting chair.
- Members must not interrupt anyone who validly has the floor, or otherwise disrupt the meeting.
- When speaking, Members must abide by the time limit that has been adopted by the Board. Unless announced otherwise at the beginning of the meeting, the time limit will be three (3) minutes.
- Members must refrain from engaging in personal oral attacks on either Board Members or fellow Association Members and should refrain from using other Members' names when speaking.
- All remarks should be addressed to the Board, not the audience.
- During General Membership Meetings, comments must be confined to the agenda item being discussed. Members do have the right under Florida Statutes to place an item on the agenda with a petition of 20% of the voting interests.

- Members may not speak for a second time until everyone who wants to speak has been given a chance to speak once.
- Members may not speak more than twice on any one issue, subject to the discretion of the meeting chair.
- Members must obey all orders made by the meeting chair, including an order to step down.
- Members must at all times behave with common courtesy and civility, and refrain from the use of abusive, rude, threatening, or crude language.
- All cellular telephones and pagers must be turned off or to a mute mode where any ringer is silenced. Any call must be answered and conducted outside the board room or immediate vicinity of the board meeting.

Covid-19 & Special Meeting Arrangements

General and Annual meetings will be held in a facility capable of accommodating up to 10% of the membership and regular board of director's meetings will be held in facilities allowing limited member access. Physical access shall be granted on a first come basis. The board will make every opportunity to adjust the size of venue if notice of membership access is known in advance but will be constricted to maximum occupancy levels for that venue.

To accommodate additional members and members wishing to attend while not contravening county, fire, health or safety regulations, the Association will make access to the board meeting available over video conference. Members may join remotely and view the proceedings. The same rules of conduct will apply for remote users with respect to ability to address the board and speak to agenda items. Links to the meeting will be posted with the meeting agenda on the association website.

The Association will not be responsible for issues relating to technical issues or communication issues that preclude members from viewing or participating in the meeting. Any member unable to participate due to conferencing issues, may address the board at the next scheduled meeting or submit their statements in writing to the board. Minutes of the meeting will be posted on the Association website.