

**OCEAN PALMS HOMEOWNERS ASSOCIATION
OPEN MEETING CONDUCT RULES**

1. **Members Only.** Only members, and others expressly permitted by the Board, may attend open Board meetings.
2. **Observing the Meeting.** As provided for in the Davis-Stirling Open Meeting Act, members who attend Board meetings have the right to observe, but not to participate in the meeting, except during open forum. Unless comments are solicited by the Board, only Directors may discuss, deliberate, and vote on items of business brought before the Board.
3. **Courtesy and Decorum.** Attendees must observe courtesy and decorum and not disrupt Board meetings. Disruption is harmful to the Association by interfering with the business of the Association, by discouraging volunteers from participating in committees and on the Board, and by discouraging other owners from attending the meetings. As a result, attendees are not allowed to make derogatory or obscene remarks and gestures, or engage in bullying, personal attacks, shouting, screaming, yelling, or any other form of disruption or interference. Persons who engage in such behavior may be fined, have voting and/or common area rights and privileges suspended, be dismissed from the meeting (with a police escort if necessary), and/or subjected to legal action.
4. **No Audio or Video Taping.** No audio or video taping is allowed by attendees, except the Board may create audio recordings for the purpose of creating an accurate draft of the minutes after which the recording will be erased/deleted.
5. **Open Forum.** Time will be set aside for member comments. The following guidelines apply:
 - a. *Request to Address Board.* Members who wish to address the Board must make a request prior to or during the open forum portion of the meeting. During open forum, members should stand, state their name and unit number, and address their comments to the Board.
 - b. *Time Limitation.* The Board will establish a time limit, based on the number of attendees wishing to speak and the time available, but not to exceed three minutes, for each speaker to speak. The limit may be shorter if necessary to accommodate more speakers. If they are in the middle of a sentence when time is called, they may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to someone else.
 - c. *Responding to Questions.* Although member comments and questions are not recorded in the minutes, the Board may respond to questions at the meeting or take them under submission and respond to them in writing, if appropriate.