

**CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION  
CONDUCT OF MEETINGS POLICY  
March 21, 2015**

**1. SCOPE**

This policy applies to all members of the Crystal Lakes Road and Recreation Association (CLRRA) and the CLRRA Board of Directors.

**2. PURPOSE**

The purpose of this policy is to document the policy for the conduct of meetings.

**3. MEETINGS**

- 3.1. Meetings are for the purpose of addressing and conducting Association business. While Owners are invited and encouraged to attend all meetings, except executive sessions, Owners do have to comply by the following policy for conduct at a meeting.
- 3.2. Meetings shall be held at the principal office of the Association or at such other place, within or convenient to the community, as may be fixed by the Board and specified in the notice of the meeting.
- 3.3. Agendas for meetings of the Board shall be made reasonably available for examination by all Owners of the Association or their representatives. If electronic means are available, the Association shall provide notice of all regular and special meetings of unit Owners by electronic mail to all unit Owners who so request and who furnish the Association with their electronic mail addresses. Electronic notice of a special meeting shall be given as soon as possible but at least twenty-four hours before the meeting.
- 3.4. At any meeting, the President of the Board or any other member of the Board designated by the Board shall act as the Chairperson. The Chairperson and the Secretary shall not be the same person.
- 3.5. All meetings of the Association and Board of directors are open to every unit Owner of the Association, or to any person designated by a unit Owner in writing as the unit Owner's representative. At an appropriate time determined by the Board, but before the Board votes on an issue under discussion, unit Owners or their designated representatives shall be permitted to speak regarding the issue.
- 3.6. The Board may place reasonable time restrictions on persons speaking during the meeting as outlined below. If more than one person desires to address an issue and there are opposing views, the Board will provide for a reasonable number of persons to speak on each side of the issue as outlined below.

**4. EXECUTIVE SESSION**

- 4.1. The Board or any Committee thereof may hold an executive or closed door session and may restrict attendance to Board members and such other persons requested by the

Board during a regular or specially announced meeting or a part thereof. The matters to be discussed at such an executive session shall include only the following matters:

- 4.1.1. Matters pertaining to employees of the Association or the managing agent's contract, or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the Association;
  - 4.1.2. Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client;
  - 4.1.3. Investigative proceedings concerning possible or actual criminal misconduct;
  - 4.1.4. Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure;
  - 4.1.5. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy; and
  - 4.1.6. Review of or discussion relating to any written or oral communication from legal counsel. Upon the final resolution of any matter for which the Board received legal advice or that concerned pending or contemplated litigation, the Board may elect to preserve the attorney client privilege in any appropriate manner, or it may elect to disclose such information, as it deems appropriate, about such matter in an open meeting.
- 4.2. Prior to the time the Board or any committee thereof convenes in executive session, the Chairperson shall announce the general matter of discussion. No rule, regulation, policy or procedure shall be adopted during an executive session. A rule, regulation, policy and procedure may be validly adopted only during a regular or special meeting or after the Board returns to regular session following an executive session.
- 4.3. The minutes of all meetings at which an executive session was held shall indicate that an executive session was held, and the general subject matter of the executive session.

## **5. CONDUCT AT MEETINGS**

- 5.1. Any Owner who intends to speak at the meeting, besides a member of the Board, is required to sign-in and state the general topic. An Owner forum will be available at all meetings to allow the Owners to speak on topics that are not part of the meeting agenda. All Owners will have the option to speak on any subject matter specified on the agenda before the Board takes action on the agenda item.
- 5.2. Each Owner must be recognized by the Chairperson to speak.
- 5.3. Each Owner to speak shall first state their name and address.
- 5.4. Each Owner will have three (3) minutes without interruption to speak on a subject matter at the Chairperson's discretion.
- 5.5. If there is a subject matter that is being debated between Owners then there will be a limit of three (3) Owners on each side of the topic ("for" and "against"), with each Owner on each side allotted to speak for three (3) minutes without interruption at the discretion of the Chairperson.
- 5.6. Each Owner must speak in a calm manner and conduct themselves with respect to all those in attendance. Profanity, shouting and name calling of any kind are prohibited.

5.7. For any person present at the meeting who is disruptive, the Chairperson may give a warning and then can make the decision that the disruptive person must leave for the meeting to proceed. The Chairperson can also contact law enforcement to have the disruptive individual removed from the meeting.

## **6. CONFLICT**

In the event of conflict between the provisions of the Declaration, Articles of Incorporation, the Bylaws and this Policy, they shall prevail in that order.

## **7. CERTIFICATION**

The undersigned, the Secretary of the Association, hereby signs to confirm that the above policy was adopted by the Board of Directors on March 21, 2015.

//Signed//

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Signature

Casey Meadows  
Printed Name