

GlenOak Hills Community Association

[ADOPTED]
**RULE CHANGE AND POLICY REGARDING OPEN FORUM AND
BOARD MEETING CONDUCT**

Dear Members:

The proposed policy amendment to the Open Forum and Board Meeting Conduct Policy was adopted by the Board of Directors at the Open Session Board Meeting on February 27, 2020. Please retain a copy for your records.

Purpose: The purpose of the rule change and policy is to establish and set forth certain rules for Board Meeting conduct and to set forth rules governing members' right to address the Board.

Effect: The effect of the rule changes will be to establish the following rules governing Open Forum and Board Meeting Conduct within GlenOak Hills and authorizing the Board to enforce the same via fines, suspensions or legal action.

Sincerely,
Board of Directors, GlenOak Hills Community Association

Open Forum and Board Meeting Conduct Policy

The Board of Directors welcomes members of the GlenOak Hills Community Association at the monthly General Board meetings to address the board and observe business matters that take place involving the corporation.

To give you an opportunity to address the board, and in accordance with Civil Code Section 1363.05(i), we have set aside up to 30 minutes time at the beginning of each Board meeting (called Open Forum).

If you want your concerns known to the Board then Open Forum is the place for you to express your opinion. The Board is not able to act immediately on any issues presented during Open Forum due to public notice requirements. However, the Board can refer any issues brought up during Open Forum to future Board agendas for consideration and possible action.

Open Forum Rules & Conduct:

1. Homeowners' Open Forum will be conducted at the beginning of each General/Open Board meeting prior to Board business.
2. The time allotted to Open Forum will be up to 30 minutes.
3. Complete a "Request to Speak" form and submit it prior to the beginning of the meeting to the representative from Avalon

Management then wait to be recognized by the presiding Officer of the Board.

4. When recognized to speak, please stand behind the podium. State your concern in a clear and simple terms to the board members and not the audience. Do not approach the Board Members or walk amongst the audience.
5. You must stop speaking when you are informed that your time to speak has expired.
6. The amount of time each speaker will be given to speak will be announced at the beginning of the meeting and will be between three to five minutes, depending upon how many people want to speak. If you are not called upon to speak by the end of the allotted time for open forum, your request to speak form will be carried forward to the next general meeting, or you may supplement your oral presentation with a written statement to the Board.
7. Please realize that while the Open Forum is a time for you to express an opinion or concern to the Board you may not receive an immediate response or decision. Although the Board will take your concerns into consideration they may not act upon them at the meeting unless the concern is vital to an agenda item decision.
8. Unless invited to do so by a majority of the Board members in attendance, persons who are not board directors are not entitled to speak during any other portion of the Board meeting.
9. All cell phones must be turned off or on mute. If you need to talk on your phone then please exit the meeting.
10. Audio and/or visual recording of the meeting by any audience member is not allowed.
11. Audience members shall not interrupt, interfere, or make noise during Open Forum and the Board meeting.
12. Handing out leaflets, advertisements, or any other material is prohibited without prior consent of the Board.
13. The use of inappropriate language, gestures, threats, or personal attacks when you are speaking is not allowed. Any speaker doing so will be warned once and will not be allowed to continue speaking to the Board upon a second occurrence
14. Disruptive audience members will be warned once and will be asked to leave the meeting upon a second interruption.
15. Maintenance related items are to be directed to Avalon Management by calling, writing or emailing. (Open Forum is not the proper venue to report maintenance items.)

Board Meeting Procedure:

1. The Board meeting is a meeting of the Directors of the Corporation.
2. As homeowners, you have a vested interest in your community, and the elected Board members take care of those interests.
3. Business matters come before the board when a motion is made, and seconded. Each motion then has a discussion period before a vote is

taken. This discussion is to take place only between the Board members (and with Management, if needed). Audience members are to observe the discussions only and are not to interrupt nor disturb the Board Members.

4. When a vote on a motion is taken, it is voted on by the Board members only.
5. If you would like an item to be considered by the Board for a decision, please submit your request or suggestion in writing at least a month before the next meeting. If you only want to verbally address the Board, without their making a decision at the meeting, your written input can be received up until the day before the Board meeting. (Note: The Board may be unable to make decisions on items until they have done the proper research and had time to consider their findings.)
6. The Open Forum Rules & Conduct shall be followed by all association members and shall only be modified by a quorum of the board.