

**SUNRISE RIDGE HOMEOWNERS ASSOCIATION
CONDUCT OF MEETINGS POLICY AND PROCEDURE**

Effective Date: October 15, 2019

1. Board Meetings.

A. Members or their representatives may attend all Board meetings, except that Members may be excluded from an executive session. The Board may go into executive session for any purpose allowed by law. Prior to going into executive session, the chair of the meeting will announce the purpose for the executive session.

B. The Board may send notice to Owners of upcoming Board meetings by email.

C. The meeting agenda will be made reasonably available for examination by Association Members or their designated representatives.

D. The rules for Member participation during the meetings are:

i. Each Member who wishes to address the Board will be given two minutes to speak. If more than one person desires to address an issue on which the Board is to vote and there are opposing views, the Board will provide for a reasonable number of Members to speak on each side of the issue. Only after other Members have had an opportunity to speak, then a Member who has already spoken will be given another opportunity, time permitting.

ii. Each Member who wishes to speak must be recognized by the chair. Once recognized, the Member will state his/her name and address. The Chair may waive this requirement.

iii. All comments must be delivered in a businesslike and professional manner. Personal attacks or inflammatory comments will not be permitted. No Member may use abusive, rude, threatening, vulgar, or crude language.

iv. To facilitate free and open discussion, Members are prohibited from making audio or video recording of meetings.

v. The Board is not obligated to take immediate action on any item presented by a Member.

E. Members who attend may not participate in deliberation or discussion during the business portion of the Board meeting until expressly authorized by the Board.

F. Items will be discussed based on the meeting agenda.

G. Any director may make a motion. Prior to a vote on a motion, members may comment as provided in Paragraph D(i) above. All motions and the outcome of the vote will be recorded in the minutes. If any director requests his vote in favor or against or his abstention be recorded in the minutes, the minutes will so reflect.

H. There will be a Members' forum at the end of each regular Board meeting. Maximum time allotted for member forum will be 15 minutes and will follow the two-minute individual time limit guidelines stated above.

I. Roberts Rules are not required by Colorado statute, but will be deferred to when questions arise requiring guidance that is not addressed in the Bylaws.

2. Annual Meetings/Special Member Meetings.

A. Notice of a membership meeting will be sent to each Member not less than 15 or more than 50 days prior to the meeting. Notices will not be physically posted, as there is no practicable Association owned location for physical notice.

B. Members will sign in for themselves and for any proxies they hold during roll call, which is conducted by the secretary from the master membership list prior to the meeting. If an election or vote is to be held, the Member will be given the appropriate number of ballots. Voting rights of delinquent Members are suspended and Members will not be given a ballot.

C. Secret ballots are required for the following: elections and any other matters if so requested by at least 20% of the Members present in person or by proxy. If secret balloting is not required, the Association may indicate the number of proxies held on the ballot itself.

D. Ballots will be counted by a committee of volunteers who are Members selected or appointed at an open meeting by the Secretary or other person presiding during that portion of the meeting. The committee of volunteers will not be Board members and, in case of a contested election, will not be candidates. The results of a vote taken by secret ballot will be reported without identifying information.

E. The President, or other person directed by the Board, will call the meeting to order and conduct the meeting. The meeting will proceed in the order set forth in the agenda.

F. Each Member who wishes to speak will be given two minutes to speak. Members may not yield their time to another member. Members may not speak a second time until everyone who wishes to speak has been given an opportunity to speak once. Members may not speak more than twice on any one topic.

G. Members must maintain decorum and refrain from addressing the membership or Board until recognized by the chair. Upon being recognized, the Member must state his name and address.

H. Members may not interrupt anyone who validly has the floor, or otherwise disrupt the meeting. Members may not engage in personal attacks on either Board members or other Association Members. All comments and questions are to be delivered in a businesslike manner and comments will be confined to matters germane to the agenda item being discussed. No Member may use abusive, rude, threatening, vulgar, or crude language. To facilitate free and open discussion, Members are prohibited from audio or video recording meetings.

I. Members must obey all orders made by the meeting chair, including an order to step down.


J. Any Member who refuses to follow the above rules will be asked to leave the meeting.

K. Any motions must be seconded prior to discussion and voting. Because the nature of a motion and vote may be outside the Members' authority, the Board reserves the right to determine whether a motion will be considered binding on the Association or a recommendation for proceeding. The determination may be made following consultation with legal counsel.

L. Roberts Rules are not required by Colorado statute, but will be deferred to when questions arise requiring guidance that is not addressed in the Bylaws.

This Conduct of Meetings Policy and Procedure was adopted by the Board of Directors on this 15th day of October, 2019.

SUNRISE RIDGE HOMEOWNERS ASSOCIATION
a Colorado nonprofit corporation,

By: 
Its: President