

LA ESTANCIA PUBLIC MEETING RULES OF DECORUM

In an effort to improve the efficiency and productivity of all public meetings, the La Estancia Homeowners Association Board hereby adopts the following policies of Rules of Decorum for all community wide HOA Meetings:

PUBLIC MEETING/HEARING RULES:

1. The purpose of a community meeting is to gather and present information and updates to the community.
2. It is also appropriate to answer limited questions or address comments from the membership on the night of the community meeting.
3. Speakers who wish to address the Board shall state his or her name and address/lot number.
4. Speakers shall be limited to one opportunity to present their comments during the community meeting per topic.
5. Speakers may not address the Board until recognized by the Board Chair.
6. To provide a safe and comfortable place for all attendees and Board Members, **Members of the community will never approach the Board of Directors during a meeting.**
7. Those who wish to speak will do so from their chair in the audience or from a predetermined location as selected by the Board Chair.
8. Any individual who desires to speak at a community meeting shall sign-in on the sign-in sheet provided at the meeting.
9. Only those signed-in shall be allowed to speak.
10. Speakers shall be allotted 3 minutes to present their comments
 1. the time will be kept by a designee of the Board at the meeting.
 2. a community member may request more than 3 minutes, but it is the decision of a majority of the Board to approve or disapprove.
11. Speakers may supplement their oral comments with written comments; however the written comments must be submitted to the La Estancia Board of Directors 48 hours prior to a scheduled meeting for review to allow the Board of Directors time to review such documents and determine accuracy and appropriateness of content. If the document is determined to be appropriate to share with general membership, the Board will make copies and present them to the membership. Documents may not be distributed by attendees.
12. Speakers shall direct their comments only to the La Estancia Board of Directors.
13. The designee of the Board, at his/her discretion, may determine if a speaker's question or comment can be readily addressed in the meeting or if the Board will need to consider an answer and get back to the speaker in a follow up conversation or the next board meeting.
14. Discussion between speakers and attendees of the community meeting or hearing is prohibited.

15. Members of the audience and Board shall courteously listen and not interrupt a Speaker while the community meeting is being conducted.
16. Speakers should present their remarks in a courteous manner.
17. A person who disregards the directives of the Board Chair in enforcing the rules, disturbs the peace at the meeting, makes impertinent or slanderous remarks or generally conducts himself in a boisterous or inappropriate manner while addressing the Board of Directors or other members of the community, could be barred from further participation and forfeit any balance of time remaining for his comments and barred from future La Estancia Community Meetings.
18. If a speaker presenting comments violates the rules above after warning from the Board Chair of the meeting or the speaker refuses to step down, the Board Chair may close the meeting or request that law enforcement be called to remove such individual from the meeting area.
19. As these rules of decorum are included in La Estancia's Governing Documents, warnings and fines can apply.