



Waterleaf Homeowners' Association Inc.

12234 Waterleaf Boulevard, Jacksonville FL 32225

Phone: 904-642-7547

www.waterleafhoa.com

Board Meeting Protocol

POLICY

Association Board meetings are defined as any duly noticed gathering for the purpose of conducting association business by the members of the Board of Directors at which a quorum is present.

Homeowners are encouraged and welcome to attend all Board meetings and Homeowner's comments are also encouraged.

In order to ensure an efficient and productive Board meeting, Board Members and Homeowners in attendance are asked to observe the following protocols:

CONDUCT AT BOARD MEETINGS

All Board meetings shall be governed by the following rules of conduct and order:

1. The President of the Association, or designee, shall chair all Board meetings.
2. All persons who attend a meeting of the Board shall be required to sign in, listing their name and unit address.
3. All Owners will be given an opportunity to speak as to any matter or ask questions of the Board during the Owner forum at the end of the meeting. Any Owner wishing to speak during the Owner forum shall so indicate that at the time of sign in.
4. Anyone desiring to speak shall first be recognized by the Chair.
5. Only one person may speak at a time.
6. Each person speaking shall first state his or her name and Unit address.
7. Any person who is represented by another person as indicated by a written instrument at the meeting shall be permitted to have such person speak for them.
8. Those addressing the Board shall be permitted to speak without interruption from anyone as long as these rules are followed.
9. Comments are to be offered in a civil manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting or issue at hand.
10. Each person shall be given up to a maximum of three (3) minutes to speak or to ask questions, although questions may not be answered until a later date. Each person may only speak once during the Owner forum and once on any other issue prior to a vote by the Board on such issue. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may



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be increased or decreased by the Chair but shall be uniform for all persons addressing the meeting.

11. Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order shall be requested to immediately leave the meeting.

MEETING DURATION

Board meetings shall last up to one (1) hour except when (a) an agenda item requires a greater depth of discussion and (b) a guest speaker is giving a presentation. In both instances the meeting shall not exceed one and a half (1.5) hours.

1. Committee Reports – ten (10) minutes
2. Manager's Report – five (5) minutes
3. Members Forum – fifteen (15) minutes
4. The remaining time shall be dedicated to Old and New Business

RECORDING AND VIDEOTAPING OF BOARD MEETINGS

Any unit owner may tape record or videotape meetings of the Board, subject to the following restrictions:

1. Advance notice shall be given to the Board or the Management by any Unit Owner desiring to utilize any audio or video equipment.
2. The only audio and video equipment and devices which Unit Owners are authorized to utilize at any such meeting is equipment which does not produce distracting sound or light emissions.
3. Audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting.
4. Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
5. Recordings and videotapes of the Board Meetings shall not be posted on social media or other public platforms, unless posted by the Board or the Management on official Association website or official social media page.