

## CONDUCT STATEMENT FOR BOARD MEETINGS

*Your board welcomes our resident owners to the meeting tonight. We appreciate you taking the time to attend and to become better acquainted with your board and the business being conducted this evening.*

*In order for the meeting to be conducted in a professional and orderly manner that promotes the proper consideration of business matters the following is expected by all attending the meeting:*

- (1) The agenda outlines the order of business and the president shall follow the agenda. Visitor comments will be allowed as recognized by the president during agenda item discussion and before the board votes on an issue. Those making comments or asking questions are asked to keep their comments or questions focused on the item being considered and to be considerate of time used. The board president has the authority to limit the time taken for deliberations and questions. Visitors must identify themselves and their home address before speaking.*
- (2) Visitors must refrain from “side-bar” discussions with other visitors or with board members during the meeting. “Side-bar” discussions should be taken outside the meeting room. Only one person at a time should have the floor for their remarks. Interruptions are disrespectful and cause communications confusion. Speakers will be recognized by the president.*
- (3) There shall be no disorderly conduct by visitors or the board (language, gestures, threats, personal defamation, etc.) of any kind during the meeting and the board reserves the right to require any person who violates this rule to leave the meeting. The names of any person removed from the meeting will be noted in the meeting minutes. All attending the meeting expect common courtesy and respect for others.*