



BOARD OF DIRECTORS MEETING RULES

May 2022

On behalf of the Board of Directors ~ **Welcome!**

To ensure that our meeting is both efficient and successful, we would like to provide you with our **Meeting Rules**; what you can expect from your Board of Directors, and what is expected of you.

MEMBER RULES

- This is a working meeting of the ABM Board of Directors (hereinafter “Board”). Members are allowed to attend and observe and may speak *only* at appropriate times*.

If you are attending but *are not* on the meeting agenda:

1. *Members or designated representatives may speak at an appropriate time; after Board discussion of each agenda item but before the Board takes formal action on that item. Members or designated representatives shall be permitted to speak when called upon by the Chair, allowing a reasonable number of persons to speak on each side of an issue.
 2. *Members or designated representatives have the opportunity to speak to the Board at the end of the meeting, during *Open Forum*, on a subject not on the agenda. The Board will not vote on an issue raised in *Open Forum* but may agree to place the issue on a future agenda or take no action.
- A member may speak on an item/issue in *Open Forum* **once**. Follow up or rebuttal time will not be given.
 - You must be recognized by the Chair before speaking.
 - Members will be provided 2-3 minutes to speak.

If you are attending and *are* on the meeting agenda:

- Come prepared to address the Board; have photos, documents or other data organized and available for distribution, if necessary.
- Stick to the topic on the agenda.
- Keep it concise and to the point to ensure your message will be clearly received.
- Prioritize concerns to clearly convey your message.
- You will have approximately 3 minutes to address the Board. Follow up or rebuttal time will not be given and will be strictly adhered to.

GENERAL RULES

- No off topic, gossip, or other distractions will be allowed.
- Be courteous and respectful. Abusive or inappropriate conduct is prohibited.
- Meetings are conducted in a formal, businesslike manner. All attendees are required to adhere to stated time limits, yielding to the speaker and the direction of the Chair.
- HOA meetings are not governed by the *Arizona Open Meeting* law. HOA meetings are governed by Arizona Revised Statute Title 33; more specifically §33-1804.
- Members in attendance will receive a meeting agenda.
- Please silence cellphones.

~OVER~

DIRECTOR RULES

- The Board will give members or designated representatives their undivided attention when duly called upon to speak. *We want to hear what you have to say.*
- The Board will not act on any issue which is not present on the meeting agenda.
- Before entering any closed portion of a meeting of the Board, the Board shall identify the paragraph under §ARS33-1804 A. 1-5 that authorizes the Board to close the meeting.
- Notwithstanding §ARS 33-1804 A. 1-5, meetings of the board of directors of the association shall be conducted openly, and notices and agendas be provided for those meetings that contain the information that is reasonably necessary to inform the members of the matters to be discussed or decided.

Thank you for attending.