

## Sample Meeting Rules

1. All attendees must register/check in upon arrival and be seated before the call to order.
2. The presiding officer will appoint a committee of \_\_\_\_\_ members to approve the minutes. The secretary will send the draft minutes to the committee within 14 days of the adjournment. The committee will review the draft minutes within 14 days of being sent, and will approve the minutes after any necessary corrections are made. The secretary or presiding officer will report on the approved minutes at the next meeting.
3. Speaking/Reporting/Debating:
  - A. If available, all speakers will use a microphone.
  - B. Address the chair only.
  - C. Only delegates/voters/owners may introduce motions or resolutions, debate and vote. Main motions and resolutions must be presented in writing and signed by the maker and the seconder and sent immediately to the presiding officer. The maker of the will approach the microphone, address the chair and wait to be recognized.
  - D. Each voter shall be entitled to speak \_\_\_ time(s) to each question, limited to \_\_\_ minutes. Each question shall be limited to \_\_\_ minutes.
  - E. Debate may be extended or limited by a two-thirds vote.
  - F. Any owner who has properly signed in may speak for \_\_\_ minutes during the owner open forum.
4. Business unfinished at the time of recess will be resumed at the next business meeting. If the business for one meeting is finished before the time of recess, items scheduled for the succeeding meeting will be taken up.
5. Balloting will be announced by the presiding officer. The association's management service will verify owners and proxy holders. Those employees and all tellers will be present during the counting of the ballots. Each candidate for election may have one monitor to observe the counting of ballots. The monitor is an observer only and must remain silent. The monitor may be removed for interference.
6. Cell phones will be turned off or silenced during the meeting.
7. An attendee violating any of these rules may lose certain rights up to and including the right to be present at the meeting, as determined by the board of directors at a board meeting or by the owners at an owners' meeting.