

ABM Parliamentary Procedure / Meeting Conduct Policy

Adopted June 17, 2015

Topic 1 SUBMISSION OF ITEMS TO BE CONSIDERED FOR A MEETING AGENDA

- 1) The Board President approves all agenda items submitted.
 - a. Relevancy – all agenda requests for discussion must be official business of the Board of which the Board has authority and / or obligation to act upon.
 - b. The President may schedule a qualified agenda item for a future meeting as he / she deems appropriate (i.e.: holiday meeting, full agenda, availability of relevant information, etc.)
- 2) Agenda requests must be in writing and received by the ABM office by the first (1st) business day of the month to be heard that month.
- 3) Agenda requests must include the name and contact information of the individual submitting. A detailed description of the issue must be provided, including any pertinent photographs, supporting documents or any other information to be considered in the decision rendering process.

Topic 2 CONDUCT OF DIRECTORS

- 1) Meetings shall generally be conducted in accordance with *Robert's Rules of Order* (11th Edition, Article I.) "**How Business Is Conducted in Deliberative Assemblies**", excluding the *Pattern of Formality*.
- 2) Directors shall inform the Management and the President if they will be absent or late to a meeting at the earliest possible opportunity so as to ensure a quorum.
- 3) Directors shall not attend, nor participate in, a meeting while under the influence of drugs or alcohol. Failure to comply could result in expulsion from the meeting and the premises.
- 4) There shall be minimal or no private conversations or other disruptive behavior permitted during the session. Texting is prohibited and cell phones must be silenced. At the discretion of the President or Acting Chair, disregard of this protocol may result in an admonition to Director, up to expulsion from the session for continued violation.
- 5) Directors shall read, and be ready to act upon, the business to come before them *prior to the meeting*.
- 6) A Director *shall vote* on all matters or state one of the following reasons; 1) an actual or perceived personal conflict of interest or 2) absence during prior discussion / fact finding.
- 7) Votes will be taken by a show of hand (extended long enough for the Recording Secretary to acknowledge) *and* a clear and audible "Aye" or "Oppose". If requested, a "Roll Call" vote may be taken.
- 8) The President shall vote on all matters as any other Director.
- 9) On a tie vote, a Motion requiring a majority vote for adoption is lost.
- 10) To obtain the floor a Director must raise a hand or ask to be recognized by the President or Acting Chair. Once recognized, the Director has the exclusive right to be heard at that time for a reasonable amount of time, to be determined by the President or Acting Chair.

- 11) Directors shall be respectful and courteous to each other, Members and staff.
- 12) Directors are encouraged to ask questions or share concerns in good faith to best refrain from discrediting staff or fellow Directors.
- 13) Directors should speak clearly and concisely so that all in attendance may hear and understand.
- 14) Directors must attend training within 30 days of election or participate in no more than 1 (one) meeting, whichever comes first. Training will be provided at the expense of the association by competent management staff or through an accredited organization. The Director must participate in good faith.
- 15) At commencement of their tenure, Directors will be provided with corporate materials such as a current budget, reserve study, audit and governing documents.
- 16) Directors shall receive their meeting book the Friday prior to the scheduled meeting, delivered to their residence by ABM personnel.

Topic 3 **CONDUCT OF MEMBERS / DESIGNATED REPRESENTATIVES**

- 1) All persons attending the meeting must sign in, providing their name and address, prior to entering the meeting room.
- 2) Members shall not attend, nor participate in, a meeting while under the influence of drugs or alcohol. Failure to comply may result in expulsion from the meeting and premises.
- 3) There shall be no private conversations, or other disruptive or disrespectful behavior permitted during session. Members shall not interrupt, speak, speak over, or raise questions of Board members during the meeting *except* as expressly provided by ARS §33-1804 and having been recognized by the President or Acting Chair. Members shall not participate in the meeting but shall be allowed to speak as described in ARS §33-1804.
 - a. The President or Acting Chair shall have authority to determine when /if a behavior or action is disruptive and / or disrespectful. The President or Acting Chair may extend one warning for disruptive behavior; thereafter the individual may be required to leave the meeting or the meeting may be adjourned.
- 4) To obtain the floor at the appropriate time a Member must raise a hand, stand or ask, and be recognized by the President or Acting Chair. *Once recognized*, the Member has the exclusive right to be heard at that time.
 - a. A Member who has already been recognized during deliberations or in Open Forum may not be recognized a second time or) preference will be given to other Members who have not yet been recognized.
- 5) Attendance is open to Members of the association (notwithstanding attendee is a registered designated representative of a Member).
 - a. Media personnel may not be an authorized as a Designated Member Representative.
 - b. Media attendance will be at the sole discretion of the President or Acting Chair and, if approved, will be announced to Directors and members present prior to commencement of the session.

- c. Upon being recognized by the President or Acting Chair, individuals should identify themselves as a lot owner.
- 6) An attorney in attendance who is representing a Member or Director, including for purposes of pending or contemplated litigation for or against the association, **must** identify themselves as such to the Board *prior to commencement of the meeting*.
- 7) *Request to Read Paper or other*: If any Director objects, a Member has no right to read from – or to have the secretary read from – any paper, book, electronic device or other tool as part of his / her speech without permission from a majority of the Board and / or assembly.
- 8) A Designated Member Representative may attend in a Members' stead, or accompany the Member, provided prior written authorization is on file with the ABM office.
 - a. A Designated Member Representative is subject to all provisions and rules stated herein.
 - b. A Member is responsible for the conduct of his / her Designated Member Representative.

Topic 4

AUDIO / VIDEO TAPING AT MEETINGS BY MEMBERS

- 1) In accordance with ARS §33-1804, persons attending may videotape or audiotape an open meeting subject to the following:
 - a. They remain in their seat for the duration (AUDIO) or at the back of the room in a designated area as authorized by management or President (VIDEO).
 - b. No supplemental lighting or microphones will be allowed. Cables, cords or other equipment must not present a hazard, nuisance or unreasonable disruption to others. Determination of such instances will be at the sole discretion of a majority of Directors in attendance.
 - c. A person audio or video taping a meeting must register as so when signing in to the meeting.
 - d. If the Board of Directors audio or video tapes a session, the same criteria apply.

Topic 5

HOMEOWNER FORUM

- 1) A Homeowner Forum will be held as the final agenda item, unless otherwise moved within the agenda by the President or Acting Chair.
- 2) Each speaker will be given up to 3 minutes to address the Board.
- 3) A Homeowner Forum will be generally held for 15 minutes, unless otherwise approved by the President or Acting Chair.
 - a. A Member who has already been recognized during deliberations or in Open Forum may not be recognized a second time or) preference will be given to other Members who have not yet been recognized.

Topic 6

OTHER

- 1) NO person may bring a weapon of any kind, whatsoever, to a meeting except a Peace Officer.
- 2) The Board Secretary shall be the Official Timekeeper for all matters in / of the session.
- 3) Minutes of prior year Annual Meeting will not be read at the current Annual Meeting.

This document is not all-inclusive and is intended to cover a general scope of acceptable conduct and protocol. The Board President, or at his / her discretion, a majority of the Board present at a session, may act upon matters not described herein as they deem appropriate.

Definitions:

“Director” or “Board of Directors” shall mean individuals or the collective body of individuals currently serving a term on the Ahwatukee Board of Management (ABM) homeowner association.

“Acting Chair” shall mean the individual who, upon the President’s absence, presides over the meeting with full authority (the Vice President shall be first Acting Chair unless he / she is not present).

“Member” shall mean a residential lot owner within the ABM homeowner association by acceptance of residential property ownership deed.

“Session” shall mean the duration of a duly called meeting of the Board of Directors or Membership.

“Designated Member Representative” shall mean an individual who is representing a Member, to assist or act on the Member’s behalf, in accordance with ARS §33-1804.