

COUNTRYSIDE CONDOMINIUMS HOMEOWNERS ASSOCIATION INC.
POLICY REGARDING MEETING CONDUCT

The within procedures are hereby adopted by Countryside Condominiums Homeowners Association, Inc. (hereinafter "Association"), pursuant to the applicable provisions of C.R.S. 38-33.3-209.5. Said procedures were adopted at the May 12, 2010 regular meeting of the Association's Board of Directors.

Whereas the Board of Directors desires to establish a uniform, systematic and consistent protocol for conducting meetings of the Association, including Board meetings and annual Member meetings and;

Whereas the Board of Directors desires for said meetings to take place in a manner that allows for the efficient handling of the Association's business, while allowing for all participants, be they General Members or Board Members, to be treated with respect and dignity and;

Whereas the Board of Directors desires to ensure equitable participation by Members while also permitting the Board to timely and efficiently conduct the business of the Association and;

NOW THEREFORE BE IT RESOLVED that the Association hereby adopts the following policy governing the conduct of meetings of the Members and meetings of the Board:

1. Meetings Conducted in Accordance With Basic Parliamentary Procedure. The Association shall hold all meetings utilizing basic parliamentary procedure. The Board shall not be required to follow Robert's Rules of Order.

2. Members' Meetings. All meetings of the Association are open to every Member, or to any person designated by a Member in writing as the Member's representative. A Member or his/her representative shall be permitted to attend, listen, and speak at those appropriate times set aside and designated during the meeting for discussion and deliberation.

3. Member Participation at Member Meetings. The Board may place reasonable time restrictions on those persons speaking during the Member Meeting of the Association, but shall provide time for a Member or his/her representative to speak before the Board or the Membership takes formal action on an item under discussion at a Member Meeting. The Board shall ensure that a reasonable number of Members or Members' representatives are allowed to speak on each side of an issue and that no Member or Member's representative is allowed to speak for a second time on the same issue unless all other Members or Members' representatives desiring to speak on that issue have had the opportunity to do so and, at the Board President or Meeting Chair's discretion, additional time is available to address the particular issue.

4. Attorney/Client Privileged Communications. Upon the final resolution of any matter for which the Board received legal advice for actual, pending or contemplated or threatened litigation, the Board may elect, for the good of the Association, to preserve the attorney-client privilege in any appropriate manner, or if it deems appropriate, the Board may elect to disclose such information in an open meeting and thus waive the attorney-client privilege that would otherwise be afforded the Association.

5. Board Meetings. All regular and special meetings of the Board, or any committee thereof, shall be open to attendance by all Members or their representatives.

6. Members' Right to Speak at Board Meetings. At any regular or special meetings of the Board, Members who are not members of the Board nor their representatives may not participate in any deliberations or discussion, except during the Member Open Forum, and except that, the Board shall permit Members or their designated representatives to speak before the Board takes formal action on an item under discussion, in addition to any other opportunities to speak, and the Board shall provide for a reasonable number of persons to speak on each side of an issue. However, the Board may place reasonable time restrictions on those persons speaking during any meeting.

7. Agenda. The agenda for a regular or special Board meeting shall be set in advance and all meetings shall follow the order of business specified on the agenda. Members may contact the Association's management company or the Association's President to have an item placed on the agenda for an upcoming meeting. If the matter can be handled by the Association's management company, i.e., a necessary repair, a noise disturbance, etc., the Board may elect to not place the item on the agenda. In the event a Member has requested an item be placed on the agenda for a regular Board Meeting, he or she will be given a reasonable amount of time, as determined by the President or the Meeting Chair to address said agenda item.

8. Open Forum. At all regular meetings of the Board, a Members Open Forum will be provided for at the end of the meeting, just prior to the adjournment of the regular Board Meeting. Unless otherwise determined by the President or Meeting Chair, each Member desiring to bring a specific issue, concern or idea to the Board will be allotted a three-minute time frame to do so. The Board shall not vote or comment on the issue raised during the Member Open Forum, but may elect to set the matter on the agenda for the next regularly scheduled Board Meeting if the Board finds the matter to warrant the same.

9. Sign-Up Sheets. A sign-up sheet for Members who would like to speak shall be made available prior to commencement of any regular Board Meeting. Any Member wishing to speak may add his/her name to the sign-up sheet. Members will be recognized for comment at the meeting in the same order as his or her name appears on the sign-up sheet. If a Member has not placed his or her name on the sign-up sheet but still desires to comment, he or she shall be allowed to do so, time permitting, at the discretion of the President or Meeting Chair, who will do his or her best, within reasonable time limits, to allow for as many Members as possible to speak on both sides of an issue.

10. Recording of Meetings. Note taking is permitted at all meetings, however, video or audio recording of all or any portion of any meeting by Members is prohibited.

11. Member Conduct. No Member is entitled to speak unless and until he or she has been recognized by the President or Meeting Chair. There shall be no interruption of anyone who has been recognized by the Chair except by the Chair. Specific time limits set for speakers shall be strictly observed. Personal attacks, whether physical or verbal, degrading comments,

offensive language and outrageous or disrespectful behavior will not be tolerated. Courteous behavior is required. All comments are to be directed to the President or Chair and not to other individual participants. All comments are to be restricted to the agenda item being discussed.

12. Inappropriate Member Conduct. Should the President or Meeting Chair determine that any Member has spoken for the allocated amount of time or longer, or determines that the Member's behavior is in violation of the within Meeting Policy, the President or Meeting Chair shall have the authority to instruct that particular Member to yield the floor, and that Member will be obligated to do so.

13. Disruptive or Unruly Behavior. If a Member refuses or declines to cease talking after his or her allotted time has ended, or has otherwise been disruptive or in violation of the provisions of this Meeting Policy, the Board shall follow the following procedure:

(a) The President or Meeting Chair will issue an oral warning to the Member, informing him or her that if he or she continues to speak, disrupt the meeting, or otherwise violate the terms of this Meeting Policy, the meeting will be adjourned until such time as the Member leaves the meeting or law enforcement or security will be called and requested to remove the Member from the meeting.

(b) If the Member continues to speak, disrupt the meeting, or otherwise violate the terms of this Meeting Policy, after the oral warning set forth in provision 13(a) above, the President or Meeting Chair will call a recess in the meeting and speak directly to the offending Member during the recess, informing him or her that if he or she does not cease offending behavior, law enforcement or security will be called to remove the Member.

(c) If the Member still refuses to cooperate in following the Meeting Policy, the President or Chair may to adjourn the meeting and/or contact law enforcement or security personnel and continue the meeting after the offending Member has been removed.

14. Executive Session. Notwithstanding the foregoing, the Board or a committee thereof may hold an executive or closed door session and may restrict attendance to Board members and other persons specified by the Board; provided that any such executive or closed door session may only be held in accordance with the provisions and requirements of the Act, as amended from time to time, or other applicable law. The matters to be discussed at such an executive session are limited to:

(a) Matters pertaining to employees of the association or the managing agent's contract or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the association;

- (b) Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client;
- (c) Investigative proceedings concerning possible or actual criminal misconduct;
- (d) Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure;
- (e) Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy;
- (f) Review of or discussion relating to any written or oral communication from legal counsel.

Prior to the time the members of the Board convene in executive session, the chairman shall announce the general matter of discussion as enumerated in paragraphs (a) to (f) above. No rule or regulation of the Board shall be adopted during an executive session. A rule or regulation may be validly adopted only during a regular or special meeting or after the Board goes back into regular session following an executive session.

Countryside Condominium
Homeowners Association, Inc.

By: 
Barbara Hakala, President

The above policy regarding conduct of meetings was adopted by the Board of Directors at a regular meeting held on the 12 day of May, 2010, and is effective the 12 day of June, 2010, and is attested to by the Secretary of the Countryside Condominium Homeowners Association, Inc.


Rob Gordon, Secretary