

Association of Edgewater Landing Owners, Inc.

Rules of Order for Board of Director Meetings

Meetings of the Board of Directors are held to conduct Association business. Roberts Rules of Order, as amended below (allowed for small Boards and Organizations), govern conduct of the meeting.

1. All attendees will be polite; listen when someone has the floor, focus on issues not personalities and avoid questioning motives. Cell phones and similar electronic devices are to be set to silent or turned off.
2. Only the person having the floor will speak and will speak clearly into a microphone.
 - a. When granted the floor, speak directly into the microphone and start by stating your name and address, except;
 - b. During Committee reports the Committee representative will state their name and the name of the Committee they represent.
3. Items for discussion are limited to agenda items and Committee requests or requests from the floor, provided that request is Association business.
4. Members may request adding items to the agenda by notifying a Board member no later than at Meet-a-Board-Member. The Board has the right to deny additions to the agenda believed to be inappropriate, unless presented by a petition signed by 20% of the Members who are entitled to vote.
5. Members may speak, when recognized by the Chair, for 3 minutes about the agenda item or topic on the floor and may speak only once on that topic, unless requested of and authorized by the Chair after all others have had a chance to speak. Repetitive questions and comments may be limited by the Chair.
6. A motion does not require a second, but a second may be requested to determine whether there is sufficient interest to consider the motion.
7. Only Board members vote on a motion.
8. Member Participation is intended for Club and Member announcements. Maintenance Requests and Violation Reports are to be submitted to TJW per the Policies and Procedures. Personal accusations and criticism are never appropriate.
9. A time for meeting adjournment may be specified on the Agenda.