

## **GUIDELINES FOR SPEAKING AT BOARD OF DIRECTORS MEETINGS**

The Rotonda West Association greatly values your opinions and encourages Membership participation. Anyone who wishes to speak at a Meeting will be allowed to do so, as long as you follow these "*Guidelines for Speaking at Board of Directors Meetings.*"

**These are general guidelines and the Presiding Officer or Board may deviate from them if necessary.**

### **RULES OF ORDERLY CONDUCT**

Each individual attending a Board meeting must confine his or her comments or opinions to those relevant to the agenda item under discussion. The exception to this is during the agenda item "Members Input" when it is appropriate to discuss any item of concern. Any individual who engages in behavior that causes unreasonable delays, disruptions of the Board meeting, uses profanity or speaks/acts in an unruly or threatening manner at any time during the meeting may be removed from the meeting room, at the direction of the Presiding Officer if they do not promptly desist.

### **SPEAKING ON ITEMS ON THE AGENDA:**

Any individual may address the Board on items open for discussion, after a motion has been made and seconded, but prior to a vote being taken. Any individual addressing the Board must state his or her name and the entity that the individual represents (if applicable) and give his or her address for the record. All individuals shall limit their address to the item being discussed and shall be granted Three (3) minutes to address that item, unless further time is granted by the Presiding Officer. At the discretion of the Presiding Officer, an agenda item may be sent back to Committee for further discussion, or the Question under discussion may be called. **COMMENTS ON ANY TOPIC OTHER THAN THAT UNDER CONSIDERATION WILL BE CONSIDERED OUT OF ORDER.**

### **SPEAKING DURING THE MEMBER INPUT PORTION OF THE AGENDA**

All individuals (in good standing)\* wishing to speak will be allowed to speak in accordance with the procedure outlined below:

- \* Individuals wishing to speak Must Complete a name/address slip.
- \* Speakers will be taken in turn, Per the Sign in Sheet.
- \* Individuals addressing the Board on any subject within the scope of the Board's authority, excluding personal criticism or promotion, may do so by approaching the podium and speaking into the microphone when called by the Presiding Officer to address the Board.
- \* Addressing the Board from the audience or from a site other than the Podium may be deemed INAPPROPRIATE.
- \* Speakers will be limited to three minutes to address the Board.
- \* Speakers will not be limited to the number of topics.

Footnote:

- \* as defined in the Rotonda West Association, Inc. Governing Documents August 2003
- Approved July 19, 2006 by the Board of Directors