

## **GUIDELINES FOR SPEAKING AT COMMITTEE 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 Committee Meetings.*"

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

### **RULES OF ORDERLY CONDUCT**

Each individual attending a Committee meeting must confine his or her comments or opinions to those relevant to the agenda item under discussion. Any individual who engages in behavior that causes unreasonable delays, disruptions of the Committee 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 Committee on items being discussed. Any individual addressing the Committee 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 Five (5) minutes to address that item. The Presiding Officer may grant more or less time. Comments on any topic outside the scope of the committee in session will be referred to the appropriate committee.

### **GENERAL RULES FOR SPEAKING DURING A COMMITTEE MEETING**

Committee meetings are open to ALL Association members with the following modifications:

- \* The Administration/Personnel Committee meetings may be closed when dealing with personnel issues
- \* The Compliance Committee meetings will deny participation by observers when they are holding a hearing.
- \* Only one topic will be considered by the committee at any time. Multiple topics may be addressed at any one meeting.
- \* There is no limit to the number of times a member may speak on an issue, subject to the provisions outlined in the *Speaking on Items on the Agenda* section.
- \* It is always necessary to address the Chair while speaking.
- \* The Chair will seek opinions on all sides of an issue.