

Board Meeting Protocol

Plantation Oaks Homeowners Association of Brevard County, Inc.

Homeowners are welcome to **observe** the Board in action as they conduct business. Homeowners should arrive promptly because once the meeting has been called to order, the business already discussed will not be repeated for late arrivals. Attendees must put their cell phones on mute or vibrate and must conduct themselves in a respectful manner, raise their hand to be recognized, and talk one at a time. ***There can be no side conversations because they interfere with the recording of the meeting and make it difficult for others to hear what is being discussed.***

Regular Business Session

The Board will follow a prepared agenda (see Order of Business example below). ***Homeowners may comment on agenda items only.*** After the Board has completed their discussion and before a vote is taken, a homeowner may raise his/her hand to be recognized by the President. Once recognized, the homeowner will state their name and address. He/She may speak for three (3) minutes. No member may speak more than once until all owners wishing to speak for the first time have done so, and owners may speak only twice on a single agenda item, the second time for one and a half (1 ½) minutes. This will allow owners to comment before the Board votes on an item allowing the individual Board members to consider sometimes very meaningful opinions and comments when making their decision on how to vote.

Homeowners are also welcome to submit their concerns and comments to the Board, in writing, through the HOA's official website or through Management, for consideration at the next Board Meeting.

Order of Business

1. Call to Order (by the President)
2. Confirmation of Proper Notification of Agenda
3. Approval of Minutes
4. Reports of Committees
5. Old Business (specific items previously discussed will be listed)
6. New Business (specific "New" items will be listed)
7. Adjourn
8. Homeowner's Forum

The Board will not respond to loud accusations or challenges, or to anyone who has abandoned civility. The disruptive person will be told he or she is out of order, then the Board will move on and ignore any further input from that member.

If the disruption continues, the Board has two options: (1) the disruptive person will be asked to leave the meeting; or (2) adjourn the meeting.

Homeowner's Forum

This session is dedicated to homeowner's. This is your time to address the Board whether it be to thank them for their efforts and volunteer time, or to ask questions, make suggestions, express your opinion or to express concerns. Here are some tips for productive participation:

1. Prepare your statement, in writing, ahead of time. That will help you to focus in on what you want to say. Each homeowner is allowed three (3) minutes. If the topic is complex, submit your statement ahead of time to the Board, via the website or Management. That offers the Board and management company an opportunity to do research.
2. Don't expect an immediate response or resolution. Board Members don't act independently. All issues require discussion and sometimes a vote. Only matters deemed an emergency such as safety and/or health issues are dealt with immediately. Except in emergencies, no action may be taken upon a matter raised until the matter itself has been specifically included as an agenda item for action.

Board Meeting Minutes

The Minutes of a meeting document the decisions made during the meeting. ***This provides a permanent public record of positions and actions taken by a Board.*** Minutes should reflect what was "done" at a meeting, not what was "said". The minutes may list the name and topic for any speaker, but not a summary of the person's remarks.

If a meeting is taped to assist in preparation of the minutes, the tape should be erased when the minutes are approved. If a homeowner wishes to tape record a meeting, that is allowed, but the homeowner must announce the taping.

Closed Board Meetings

The general homeowner population is not allowed to stay and observe certain closed Board meetings. The law is very specific on what limited business topics can be handled in a closed Board meeting: (1) Board Meetings between the Board and the Association's attorney to discuss proposed or pending litigation; or (2) meetings of the Board held for the purpose of discussing personnel matters.