

**RESOLUTION  
OF THE  
SOUTHPARK HOMEOWNERS ASSOCIATION NUMBER 2  
ADOPTING PROCEDURES FOR THE CONDUCT OF MEETINGS**

**SUBJECT:** Adoption of a policy and procedures for conducting Owner and Board meetings.

**PURPOSE:** To facilitate the efficient operation of Owner and Board meetings and to afford Owners an opportunity to provide input and comments on decisions affecting the Community

**AUTHORITY:** The Declaration, Articles and Bylaws of the Association, and Colorado law.

**EFFECTIVE DATE:** January 1, 2006

**RESOLUTION**

The Association hereby adopts the following procedures regarding the conduct of meetings:

1. Owner Meetings Meetings of the Owners of the Association shall be called pursuant to the Bylaws of the Association.

**A. Notice:**

- 1) In addition to any notice required in the Bylaws, notice of any meeting of the Owners shall be conspicuously posted at the community bulletin board located at the clubhouse, at least one week prior to each such meeting, or as may otherwise be required by Colorado law.
- 2) If any Owner has requested that the Association provide notice via email and has provided the Association with an email address, the Association, if it has such capability, shall send notice of all Owner meetings to such Owner at the email address provided as soon as possible after notice is provided pursuant to the Bylaws but in no case less than 24 hours prior to any such meeting.

## **B. Conduct:**

- 1) All Owner meetings shall be governed by the following rules of conduct and order:
  - a) The President of the Association or designee shall chair all Owner meetings.
  - b) All Owners and persons who attend a meeting of the Owners may be required sign in, present any proxies and receive ballots as appropriate. (See section below regarding voting).
  - c) Any person desiring to speak may be required to sign up on the list provided at check in and indicate if he/she is for or against an agenda item.
  - d) Anyone wishing to speak must first be recognized by the Chair.
  - e) Only one person may speak at a time.
  - f) Each person who speaks shall first state his or her name and unit address.
  - g) Any person who is represented at the meeting by another person, as indicated by a written instrument, will be permitted to have such person speak for him/her.
  - h) Those addressing the meeting shall be permitted to speak without interruption from anyone as long as these rules are followed.
  - i) Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting.
  - j) Each person shall be given up to a maximum of five minutes to make a statement or to ask questions. The Board may decide whether or not to answer questions during the meeting. Each person may only speak once. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased by the Chair, but shall be uniform for all persons addressing the meeting.
  - k) All actions and/or decisions will require a first and second motion.
  - l) Once a vote has been taken, there will be no further discussion regarding that topic.
  - m) So as to allow for and encourage full discussion by Owners, no meeting may be audio, video or otherwise recorded. Minutes of actions taken shall be kept by the Association.

- n) Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting.
- o) The Chair may establish such additional rules of order as may be necessary from time to time.

**C. Voting** All votes taken at Owner meetings shall be taken as follows:

- 1) Election of Board members shall be conducted by secret ballot. Each Owner entitled to vote pursuant to the Bylaws shall receive a ballot. The ballot shall contain no identifying information concerning the ballot holder. In the event an Owner holds a proxy for another Owner, upon presentation of such proxy to the Secretary of the Association or the Secretary's designee, the Owner shall receive a secret ballot to cast the vote of the Owner who provided the proxy. The proxy shall be kept and retained by the Association.
- 2) All other votes taken at a meeting of the Owners shall be taken in such method as determined by the Board of Directors including acclamation, by hand, by voice or by ballot, unless otherwise required by law.
- 3) Written ballots shall be counted by a neutral third party, excluding the Association's agent or legal counsel, or by an Owner(s) who is not a candidate, selected randomly from a pool of two or more Owners. The Chair shall specify the procedure for randomly selecting the Owner(s). Such procedure shall ensure that the selection of such Owner(s) is done so without being chosen by the Chair, Board of Directors or candidates.

**D. Proxies** Proxies may be given by any Owner as allowed by C.R.S. 7-127-203

- 1) All proxies shall be reviewed by the Association's Secretary or designee as to the following:
  - a) Validity of the signature;
  - b) Signatory's authority to sign for the Owner;
  - c) Authority of the Owner to vote;
  - d) Conflicting proxies; and
  - e) Expiration of the proxy.

2. Board Meetings Meetings of the Board of Directors of the Association shall be called pursuant to the Bylaws of the Association..

**A. Conduct**

- 1) All Board meetings shall be governed by the following rules of conduct and order:
  - a) The President of the Association of designee shall chair all Owner meetings.
  - b) All persons who attend a meeting of the Board may be required to sign in, listing their name and unit address.
  - c) All Owners will be given an opportunity to speak as to any matter or ask questions of the Board during the Owner forum at the beginning of the meeting. Any Owner wishing to speak during the Owner forum may indicate so at the time of sign in.
  - d) Anyone desiring to speak must first be recognized by the Chair.
  - e) Only one person may speak at a time.
  - f) Each person who speaks shall first state his or her name and unit address.
  - g) Any person who is represented at the meeting by another person, as indicated by a written instrument, will be permitted to have such person speak for him/her.
  - h) Those addressing the Board shall be permitted to speak without interruption from anyone as long as these rules are followed.
  - i) Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting or issue at hand.
  - j) Each person shall be given up to a maximum of five minutes to speak or to ask questions, although questions may not be answered until a later date. Each person may only speak once during the Owner forum and once on any other issue prior to a vote by the Board on such issue. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased by the Chair, but shall be uniform for all persons addressing the meeting.
  - k) No meeting of the Board may be audio, video or otherwise recorded except by the Board to aid in the preparation of minutes. Minutes of actions taken shall be kept by the Association.



