

GUIDELINES FOR SPEAKING AT BOARD OF DIRECTORS MEETINGS

The Lake Harney Estates Association greatly values your opinions and encourages Membership participation. Anyone who wishes to speak at a Meeting will be allowed to do so, however, we kindly ask that you follow these "Guidelines for Speaking at Board of Directors Meetings."

These are general guidelines that the Presiding Officer will enforce for fairness and consistency to maintain good order for business to be carried out, but still facilitate a climate for free expression by participants.

RULES OF ORDERLY CONDUCT

All attendees must remain seated during the meeting. 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 will be asked to leave.

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, once recognized by the Presiding Officer. Any individual addressing the Board must state his or her name 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.

COMMENTS ON ANY TOPIC OTHER THAN THAT UNDER CONSIDERATION WILL BE CONSIDERED OUT OF ORDER.

SPEAKING DURING THE OPEN FORUM PORTION OF THE AGENDA

All individuals (members of the association) * wishing to speak will be allowed to speak in accordance with the procedure outlined below:

* Individuals wishing to speak must complete the sign in sheet before the meeting is called to order.

* 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 commercial promotion, may do so.

* Addressing the Board out of order or before being recognized may be deemed INAPPROPRIATE.

* Speakers will be limited up to three minutes to address the Board.