

***West Hampton Homeowners' Association, Inc.***

**Rules and Procedures for Homeowners Speaking  
at HOA Board of Directors' Meetings**

The purpose of this document is to provide rules and procedures for West Hampton Homeowners who desire to speak at HOA Board of Directors' Meetings. These rules and procedures expand upon the right of members to speak and govern the frequency, duration and manner of member statements and are consistent with Florida State Statutes on Homeowners' Associations. These rules and procedures are in place to ensure that the Board can conduct the Association's business in an effective and timely manner, while allowing members' voices to be heard.

Rules and Procedures:

- (1) All meetings of the Board Directors are open to all members, except for meetings between the Board and its Attorney with respect to proposed or pending litigation where the contents of the discussion would otherwise be governed by the attorney-client privilege.
- (2) Meetings between the Board of Directors or a Committee and the Association's Attorney to discuss proposed or pending litigation or meetings of the Board held to discuss personnel matters are not required to be open to the members, other than the Directors.
- (3) Except for (1) and (2) above, members have the right to speak at Board Meetings about items designated on the meeting agenda.
- (4) Members who want to speak on an agenda item should place their names on the sign-up sheet provided at the meeting and include the agenda item/items they wish to address. As a rule, the Board will ask members to speak on their selected item prior to the Board's discussion and deliberation on an item. Thereafter, members will kindly refrain from interrupting the Board's discussions.
- (5) Considering the number of members who may want to address an issue, the Board may limit a member to speaking on one item only.
- (6) Members who speak on a designated item should make every effort to be clear and concise in their statements and, in fairness to other member's, speaking time will be limited to 3 minutes per member.

The foregoing was approved as the Rules and Procedures for Homeowners Speaking at HOA Board of Directors' Meetings for West Hampton at a meeting of the Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

West Hampton Homeowners Association, Inc.

By: \_\_\_\_\_

Secretary