

RULES FOR ASSOCIATION SPONSORED MEETINGS

1. MEETING NOTICES-AGENDA

Notices for Board of Directors, membership, and special Association meetings in which residents are entitled to participate are posted on the bulletin board affixed to the pillar adjacent to the mailboxes and on the Association's webpage: <https://www.keysenterprise.net/oceanwalkbeach/>.

2. CONDUCT OF MEETINGS

- 2.1.** Roberts Rules of Order (latest edition) govern the conduct of Association meetings when not in conflict with the Declaration of Condominium, the Articles of Incorporation, the By-Laws, or Rules, listed below.
- 2.2.** A resident wishing to comment on an agenda item must sign the Resident Comment Sign-in Sheet and indicate the agenda item on which they wish to comment. For meetings conducted by videoconference, the resident wishing to comment on an agenda item must inform the Presiding Officer, when the resident connects to the videoconference, and indicate the agenda item on which they wish to comment.
- 2.3.** All residents when addressing the Board must provide their name and unit number.
- 2.4.** After an agenda item has been introduced as a motion by the Board and prior to the Board beginning discussion on that item each resident signed up will be recognized by the Presiding Officer to speak to the agenda item only once for a maximum of three (3) minutes. During this time Board members will not respond to or comment upon the presentations. A person shall not assign his or her speaking time to another person.
- 2.5.** Once all residents have completed their presentations, the Board assumes control of the item, and discussion is limited to only members of the Board; however, Board members may ask a member of the audience for potentially helpful information.
- 2.6.** The Presiding Officer has the authority and responsibility to ensure resident participation is relevant to the subject or motion on the floor.
- 2.7.** Before adjourning the meeting, the Presiding Officer may ask the audience if anyone wishes to address a specific Board discussion or vote during the meeting. The rules for resident participation will follow the three-minute time limit. Board members will not respond or comment on resident presentations.