

CINNAMON VILLAGE HOMEOWNER'S ASSOCIATION, INC.

CONDUCT OF MEETINGS POLICY

PURPOSE: To establish a uniform procedure for conducting meetings of the Association.

AUTHORITY: The following procedures have been adopted pursuant to the provisions of C.R.S. 38-33.3-209.5

EFFECTIVE

DATE: _____, 2017

RESOLUTION: The Association hereby adopts the following Conduct of Meetings Policy:

1. Meeting of the Members

- A. Open Meeting. All meetings of the Members, including the annual meeting, are open to every Member of the Association, or to any person designated by a Member in writing as the Member's representative. Members, or designated representatives, shall be permitted to attend, listen and speak at an appropriate time during the meeting.
- B. Agenda. The President of the Board, or in his/her absence, the Vice President, shall be chairman of all meetings of the Members. The agenda for all meetings shall follow the order of business specified by the Association's Bylaws. And if none, in accordance with the order of business determined by the Board. Notwithstanding the above, the agenda for Member's meetings shall include a Member Open Forum during which any member or Member's designated representative who wishes to speak will have the opportunity to do so, subject to the remaining provisions of this policy.
- C. Open Forum. The Board shall have the right to determine the length of time of the Open Forum. The Chairman of the meeting may place reasonable limitations upon the time given to each Member seeking to comment, to allow sufficient time for as many Members as possible to comment within the time permitted. Unless otherwise determined by the chairman, the time limit will be three minutes per Member. The chairman shall, to the best of his/her ability, allocate time to each Member for comment so as to allow as many Members as possible to speak within the time permitted. Each Member will be allowed to speak more than once during Open Forum at the discretion of the Board. No Member may speak a second time until all Members wishing to speak have had an opportunity to speak once.
- D. Sign-up Sheet. A sign-up sheet will be made available to members immediately prior to the meeting. Any Member wishing to comment at the meeting on any topic may add his/her name to the sign-up sheet. Subject to the remaining provisions of this policy, Members will be recognized for comment at the meeting in the same order as their names appear on the sign-up sheet. All Members wishing to comment who have not placed their names on the sign-up sheet will nonetheless be permitted to speak, time permitting.

E. Voting. All votes taken at member meetings shall be taken as follows:

- (i) Contested elections of Board members, defined as elections in which there are more candidates than positions to be filled shall be conducted by secret ballot. Each Member 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 a Member holds a proxy for another Member, upon presentation of such proxy to the Secretary of the Association or the Secretary's designee, the Member shall receive a secret ballot to cast the vote of the Member who provided the proxy. The proxy shall be kept and retained by the Association.
- (ii) Uncontested elections of Board Members, defined as elections in which the number of candidates is equal to or less than the positions to be filled, and all other votes taken at a meeting of the Members, shall be conducted in such method as determined by the Board of Director, including by hand, by voice, or by ballot. Notwithstanding the above, uncontested elections of Board members or other votes on matters affecting the community shall be by secret ballot at the discretion of the Board or upon the request of twenty percent (20%) of the Members who are present at the meeting or represented by proxy.
- (iii) Ballots shall be counted by a neutral third party or by a committee of volunteers. Such volunteers shall be Members who are selected or appointed at an open meeting, in a fair manner, by the chairman or another person presiding during that portion of the meeting. The volunteers shall not be Board members and, in the case of a contested election for a board position, shall not be candidates.
- (iv) The individuals(s) counting the ballots shall report the results of the vote to the chairman by indicating how many votes were cast for each individual or how many votes were cast in favor and against any issue, without reference to the names, addresses, or other identifying information of the Members participating in such vote.

2. Board Meetings.

- A. Agenda. The President of the Board, or in his absence, the Vice President, shall be chairman of all Board meetings. The agenda for all meetings shall follow the order of business specified by the Association's Bylaws, and if none, in accordance with the order of business determined by the Board.
- B. Open Meetings. All regular and special meetings of the Board, or any committee thereof, shall be open to attendance by all Members or to any person designated by a Member in writing. At regular and special meetings of the Board, except as stated below, Members who are not members of the Board may not participate in any deliberation or discussion unless expressly so authorized by a vote of the majority of a quorum of the Board.
- C. Members' Right to Speak. At Board meetings, the Board shall permit Members, or their designated representatives, to speak before the Board takes formal action on an item under discussion (in addition to any other opportunities to speak) and the Board shall provide for

reasonable number of persons to speak on each side of an issue. However, The Board may place reasonable time restrictions on those persons speaking during any meeting.

- D. Executive Session. Notwithstanding the above, the Board, or a committee thereof, may hold an executive or closed door session and may restrict attendance to Board members and other persons specified by the Board, provided that any such executive or closed door session may only be held in accordance with the provisions and requirements of Colorado law. The matters to be discussed at such an executive session are limited to :
- (i) Matters pertaining to employees of the Association or the manager's contract or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the Association.
 - (ii) Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client.
 - (iii) Review of or discussion relating to any written or oral communication from legal counsel.
 - (iv) Investigative proceedings concerning possible or actual criminal misconduct.
 - (v) Matters subject to specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure.
 - (vi) Any other matter of which disclosure would constitute an unwarranted invasion of individual privacy.

3. Member Conduct.

- A. Recording of Meetings. Video or audio recording of all or any portion of any meeting by Members is prohibited.
- B. Member Conduct. No Member is entitled to speak until recognized by the chairman. There shall be no interruption of anyone who has been recognized by the chairman, except by the chairman. Specific time limits set for speakers shall be strictly observed. Personal attacks, whether physical or verbal, and offensive language will not be tolerated. All comments are to be directed to the chairman and not other individual participants. All comments are to be restricted to the agenda item being discussed. Courteous behavior is mandatory.
- C. Disruptive or Unruly Behavior. Should the chairman determine that any Member has spoken for the allocated amount of time or longer, or determine that the Member is in violation of the provisions of this policy, the chairman shall have the authority to instruct that Member to yield the floor, and that Member will be obligated to comply with the chairman's instruction. If a Member refuses to stop talking after his/her allotted time has ended, or otherwise disrupts the meeting, or is otherwise in violation of the provisions of this policy, the following procedure will be followed:

- (i) The chairman will issue an oral warning that if the Member continues to speak, disrupt the meeting or otherwise act in violation of the provisions of this policy, either the meeting will be adjourned or law enforcement/security will be called to remove the Member.
 - (ii) If the member continues to speak, disrupt the meeting, or otherwise act in violation of the provisions of this policy, the chairman will call a recess and speak directly to the Member, reiterating that either the meeting will be adjourned or law enforcement/security will be called to remove the Member.
 - (iii) If the member still refuses to cooperate, the chairman may choose whether to adjourn the meeting to another time or to call law enforcement/security.
4. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of the terms and provisions of the Declaration and Colorado law.
 5. Amendment. This Policy may be amended from time to time by the Board of Directors.
 6. Definitions. Unless otherwise defined in this Policy, capitalized terms defined in the Declaration shall have the same meaning herein.

**PRESIDENT'S
CERTIFICATION:**

The undersigned, being President of the Cinnamon Village Homeowner's Association Inc., certifies that the foregoing Dispute Resolution Policy was adopted by the Board of Directors of the Association at a duly called and held meeting of the Board on _____, 2017, and in witness thereof the undersigned has subscribed his/her name.

**CINNAMON VILLAGE
HOMEOWNER'S ASSOCIATION, INC.**

By: _____
President