



## The Meeting Policy

### A. Board of Directors Meetings

1. Meetings of the Board of Directors will be conducted at a location in El Paso County. Date, time and location of the meetings will normally be publicized at least five days in advance on the King's Deer Homeowners Association (HOA) web site.
2. The Meetings will be called to order at the publicized start time if a quorum of directors is present. If a quorum is not present at the start time, the meeting will be called to order as soon as a quorum is present. Electronic transmission including telephone participation is acceptable provided that the remote participant can hear and be heard by all other board members and HOA members in attendance. A board member may not appear by proxy or mail ballot. If a quorum of directors is not established within 15 minutes of the start time, the present board members may, by consensus, cancel the board meeting or adjourn until a later date and time as agreed by the board members, provided notice of the meeting is posted on the HOA web site as described above.
3. Association members may make presentations to the Board of Directors if they request to be included on the meeting agenda, and provide an accurate and short description of the topic to be presented at least 24 hours in advance of the meeting. The member will normally be given up to 10 minutes to address the Board during the Guest Presentation segment of the Board meeting which typically occurs at the beginning of each scheduled board meeting. Members arriving late to the meeting may lose their opportunity to speak if the Guest Presentation segment is over when they arrive.
4. Members may attend meetings of the Board of Directors, exclusive of the executive sessions. However, members may only speak if and when recognized by the Board chairperson. Normally members may not address the Board unless they have specifically been included on the meeting agenda as a topic for presentation.
5. Meetings of the Board shall generally be open to all members and to a member's representative if the representative is designated in writing by the member. Executive sessions may not be attended by the general membership because these cover topics of attorney-client confidentiality, personnel issues, and contract negotiations and discussions.
6. Board of Directors Meeting Minutes.
  - a. Minutes of all Board meetings, except those held in executive session, should be prepared by management and presented to the Board Secretary for initial review within seven business days of the meeting. The minutes should include a general statement describing the topics of discussion during any executive session. The Board motions and the vote results shall be recorded in the Board meeting minutes.
  - b. The Board should review the minutes and obtain a final approval within 30 days of the meeting date. If there is disagreement about the outcome of a board action taken during the meeting, the final approval of the minutes may be postponed, pending further discussion at the next meeting to resolve. Otherwise, the minutes may be approved by the Board members

either by email or during the next meeting. The approval date of the minutes should be recorded on the minutes.

- c. After the Board meeting minutes are approved, the minutes will normally be made available to the general membership for review, without attachments, on the Association's web site. A complete copy of all attachments to meeting minutes will be kept in the master file of HOA meeting minutes at the HOA business office and may be reviewed by any member of the Association per the "*Document Review or Copy Request Form.*"

## **B. Membership Meetings**

1. An Annual Membership Meeting is normally held in November of each year. The Board of Directors organize and conduct this meeting, and is typically chaired by the Board president.
2. A Special Membership Meeting may be called by the Board of Directors or by any member of the Association in accordance with the Association Bylaws.
  - a. If a Special Meeting is called by the Board, the Association will normally incur the expense for publicizing, hosting, and conducting the meeting, as well as produce the meeting minutes.
  - b. If a Special Meeting is called by members of the Association, the Board may allow the Association to bear some or all expenses for publicity, hosting and conduct of the meeting, or may require the members who call the meeting to bear those expenses.
3. Notice of a Special or Annual Membership Meeting will be sent to each member (property owner) as outlined in the Bylaws.
  - a. The Notice of Special or Annual Membership Meeting will identify the date, time, and place of the meeting, the purpose of the meeting and any matters to be put forth at the meeting for a vote by the membership.
  - b. The notice will be sent to the owner at the mailing address on record in the King's Deer database. Owners have direct access to their database information through the King's Deer web site by a secure login, and may update their mailing address at any time. **Members are responsible** for ensuring their current mailing address is accurately recorded in the Association database.
  - c. Notice sent to the mailing address contained in the database at the close of business on the Date of Record for the Membership Meeting shall constitute proper notice to the member, whether or not the notice is received by that member, provided the notice is mailed as required in the Bylaws.
  - d. Owners who provide erroneous, incomplete, or no mailing address information, shall forfeit their right to receive notice of Membership Meetings.
4. The Board of Directors will set and announce a Date-of-Record in advance of the every Annual and Special Membership Meeting. Members of the Association at the close of business of the Date-of-Record shall be entitled to attend and participate in the meeting as members of the Association, provided the members are in good standing with the Association on the day of the Membership Meeting.

5. Members may review a list of all Association Members on the Date-of-Record, including the mailing address and the number of King's Deer properties owned on the Date-of-Record. This list will be available for review by any Association member from the day following Date-ofRecord until 90 days after the Membership Meeting.
6. At Membership Meetings, members will be given an opportunity to speak during discussion on a specific topic when recognized by the meeting chairperson; during the meeting business presentation if properly included in the publicized meeting agenda; and during an open Question and Answer session.
  - a The meeting chairperson—typically the Board President—may designate a time limit that members may speak in order to give an opportunity for all who desire to speak, and to keep the length of the meeting within reason. The chairperson may utilize a Speaker Signup List to designate the sequence of speakers.
  - b A member shall not be denied an opportunity to speak on one topic solely because they spoke previously on a different topic. However, a member should not expect to address the meeting on one topic more than once. In addition, a reasonable number of people, but not necessarily all who desire, shall be given opportunity to speak to each side of an issue.
  - c Members may be allowed to make presentations during a meeting providing they have submitted a request stating the topic and a brief description of the subject matter, and the presentation has been included on the agenda of the meeting.
7. Membership Meeting Minutes
  - a If the meeting is held to conduct business of the Association with a quorum of members present either in person or by proxy, minutes of the meeting shall be produced. Otherwise, no minutes are required. If minutes are produced, the following guidelines apply.
    - (1) The meeting chairperson may appoint an ad hoc committee of at least three Association members for the purpose of reviewing and approving the minutes of the annual meeting on behalf of the entire membership. This committee will normally be selected during the Membership Meeting from those members present and registered and include two board members.
    - (2) The first draft of Membership Meeting minutes should be prepared within two weeks of the meeting. The members of the ad hoc committee should meet within one week after the minutes are distributed to discuss the minutes and identify corrections. Alternatively, they may coordinate their corrections by email.
    - (3) The minutes should be approved by a majority vote of the ad hoc committee members. If the minutes of the meeting are not approved by the ad hoc committee within thirty days of the Membership Meeting, the Board of Directors, at its discretion, may terminate the ad hoc committee and either appoint a new ad hoc committee to review and approve the minutes, or may themselves review and approve the minutes.
    - (4) Once the minutes are approved by either the ad hoc committee or the Board of Directors, the minutes will be posted to the King's Deer web site for 30 days to allow the general membership to review the minutes and submit suggested corrections to the Board of Directors. At the end of the 30 day review period, the Board will consider each comment received. The Board of Directors shall have final approval authority of minutes. After the

minutes are approved they will be annotated, "Approved by the Board of Directors" with the approval date indicated. The final approved minutes will then be posted permanently on the King's Deer web site, without attachments. Any attachments will be kept with the official copy of the minutes in the King's Deer business office.

### **C. Meeting Behavior**

1. Members have the right to attend Board and Membership meetings of the Association. Members shall:
  - a. Speak only when acknowledged by the Chair.
  - b. Refrain from interfering with the conduct and business of the meeting.
  - c. Be respectful to others present and to the meeting process.
  
2. If a member fails to observe the above standards and engage in inappropriate behavior which negatively impacts the association's meeting, the Chair shall issue one warning to the member. If inappropriate behavior continues, the member may be asked to dismiss themselves from the meeting. If the member refuses to comply, the Chair may
  - a. seek the assistance of law enforcement to remove the violating member, or
  - b. the meeting may be adjourned at that time at the sole discretion of the Chairperson, even if there are agenda items not yet heard.

**D.** This policy may be modified or rescinded by a majority vote of the Board of Directors.

This policy was adopted by the Board of Directors on November 16, 2017.