



Ocean View Estates Homeowners Association, Inc.
ocean-view-hoa.org

Board of Directors Business Meeting Protocol

Purpose: To provide rules and guidelines for hosting Official Board Meetings (Meetings) with Homeowners (Members) to discuss Homeowners Association (HOA) business set forth by an agenda to address community issues the Board of Directors (BOD) have been tasked with and address questions, concerns and suggestions from the Members.

The following has been set in accordance with Florida state law, our governing document and Robert's Rules of Order.

Pertinent meeting documents will be made available for Members via community websites or by request no less than 48 hours prior to the meeting.

Adherence to the Agenda is key to an organized, efficient and respectful meeting.

All requests for items to be placed on the agenda, apart from emergency items, must be submitted in writing or e-mail to the President of the BOD no less than 14 days prior to the meeting.

Items not requested prior to the meeting may be heard during the Open Forum. However, the BOD reserves the right to move the items discussed to another meeting if further research is needed.

The official meeting record (Minutes) will be kept by the Secretary of the BOD.

All meetings will be audio recorded for the purpose of accurate data transcription.

For a concise record, reflecting motions and actions taken by the BOD and pertinent information in accordance with Florida state law and our governing documents minutes will follow guideline based on Roberts Rules of Order.

Once the meeting has been Called to Order proper meeting etiquette is desired to ensure professionalism and mutual respect. All attendees should:

1. Silence cell phones and prevent the use of personal devices.
2. Refrain from personal conversations while others are speaking.
3. Respectfully wait for their turn to share thoughts and suggestions.
4. Avoid personal attacks and disrespectful behaviors.

Each Agenda item will be presented by the speaker without interruption.

The BOD will then have an open discussion followed by Motions as required.

Prior to voting on Motions, the floor will be open to Members.

The President will acknowledge the Member wishing to speak. Prior to speaking the Member will state their name and Lot number for the record.

Any Member wishing to speak will have up to 5 minutes of uninterrupted time to present questions, concerns and or suggestions on the item in discussion.

The President or designee will then have 5 mins to respond if necessary. In an effort of fairness to all Members, if the item requires further discussion, it may be moved to the Open Forum.

Once all Members wishing to speak on the item have been heard, the President will repeat the Motion, and the BOD will vote on the item.

In an effort of fairness to all Members, a speaker may not be recognized more than once on an item.

After all required business has been conducted an Open Forum will transpire.

Unless predetermined anyone wishing to speak during this period will be required to complete a request form, provided at the meeting, and deliver it to the Secretary. The Secretary will deliver the request to the President to recognize.

Requests will be prioritized as such: Predetermined, Items deferred and then Request during the meeting in the order received.

Any information requested at the meeting must be requested in writing, request form will be provided at the meeting, and submitted to the Secretary once the meeting is adjourned. The Secretary will note the request and ensure the written request is delivered to the President. The BOD will then have up to 14 days to comply with the request unless it requires more in-depth research. The requester will be contacted if this is required.

If no further business needs to be addressed the Secretary will summarize items agreed upon as well as target dates.

The President will ask for a Motion to Adjourn. The President will note the time of adjournment for the record and close the meeting.

Once the meeting adjourns a draft transcript of the minutes will be accessible for Members review 14 business days post meeting date. Final minutes will not be available until the BOD has voted to accept the minutes as written, most often, at the next scheduled Business Meeting.