

Cherryhill Homeowners' Association

Policy Regarding Conduct of Meetings

BE IT RESOLVED, the association, acting by and through its board of directors, hereby adopts the following policy and procedures relating to the conduct of meetings.

EFFECTIVE DATE: 09-23-24, 2025.

Purpose. This policy relates to how the association will conduct meetings.

1. **Open Meetings.** All meetings of the association are open to every member, or to any person designated by a member in writing as the member's representative, subject to the right of the board to conduct executive sessions.
2. **Executive Sessions.** The members of the board may hold a closed door, executive session and may restrict attendance to board members and such other persons requested by the board during a regular or specially announced meeting for discussion of the following:
 - (a) 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;
 - (b) Investigative proceedings concerning possible or actual criminal misconduct;
 - (c) Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy;
 - (d) Review of or discussion relating to any written or oral communication from legal counsel;
 - (e) Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure.
 - (f) Prior to holding a closed door session, the president of the board, or other person designated to preside over the meeting, shall announce the general matter of discussion as stated above;
 - (g) No rule or regulation shall be adopted during a closed session. A rule or regulation may be validly adopted only during a regular or special meeting or after the board goes back into regular session following a closed session; and
 - (h) The minutes of all meetings at which an executive session was held shall indicate that an executive session was held and the general subject matter of the executive session. Minutes of executive sessions may be kept but are not subject to disclosure pursuant to the association's policy regarding inspection of records.
3. **Agenda.** For each meeting the board will distribute, via email, an agenda to the members at least 10 days prior to the meeting. Copies of the agenda will be available at the meeting. The agenda for all meetings shall follow the order of business specified by the association documents. If no order is specified, then as in accordance with the order of business as determined by the board of directors.
4. **Sign-up Sheets.** Members who desire to speak on a topic not on the proposed agenda shall


notify the board at least five (5) working days prior to the published date of the meeting. Members who have given prior notice of an item they wish to discuss will be recognized for comment at the appropriate agenda item. The president of the board, or the acting chair, shall, to the best of their ability, allocate time of not more than five (5) minutes to each member for comments so as to allow as many members as possible to speak.

5. **Meeting Management.** The board may place reasonable time restrictions on persons speaking during the meeting. At an appropriate time determined by the board, but before the board votes on an issue under discussion, members or their designated representative shall be permitted to speak regarding that issue, in addition to any other opportunities to speak. If more than one person desires to address an issue and there are opposing views, the board shall provide for a reasonable number of persons to speak on each side of the issue. Once a vote has been taken, there will be no further discussion regarding that topic.
 - (a) **Additional Member Input.** Under Agenda Item "Open Discussion" members may be given the opportunity to speak on items not on the formal agenda.
 - (b) **Extended Discussion.** If it becomes evident that discussion of a particular issue will exceed the time allocated on the agenda, the board may continue the meeting to another date or schedule a special meeting or work session to further address the issue.
6. **Recording of Meetings.** Note taking at association meetings is permitted. Recording by video or audio of any meeting is not permitted unless explicitly permitted by the board. The official meeting minutes shall be made by the board.
7. **Member Conduct.** No member is entitled to speak until recognized by the chair. Only one person may speak at a time. 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 chair, relevant to the purpose of the meeting, and members are expected to behave courteously.
8. **Curtailment of Member Conduct.** Should the president or acting chair determine that any member has spoken for the allotted amount of time or longer, or determine that the member is in violation of the provisions of this Policy, the president or acting chair shall have the authority to instruct the member to yield the floor, terminate the discussion without prejudice and require that member to comply with the president's or acting chair's instruction.
9. **Disruptive or Unruly Behavior.** If a member unreasonably disrupts meetings, refuses to stop speaking when requested, or is otherwise in violation of the provisions of association documents, the president or acting chair may call a recess and attempt to speak directly to the member, or adjourn the meeting to another time. The president may at any time call law enforcement or security to bring the situation under control. Any member(s) found in violation of Section 8 of this policy can be fined for disruptive and/or unruly behavior in accordance with the association's Policy Regarding Enforcement of Covenants and Rules.
10. **Attorney - Client Privileged Communications.** Upon final resolution of any matter for which the board received legal advice or that concerned pending or contemplated litigation, the board

may elect to preserve attorney-client privilege in any appropriate manner, or may elect to disclose such information, as it deems appropriate, about such matter in an open meeting.


CERTIFICATION: The undersigned certifies that the board of directors of the association adopted the foregoing policy by majority vote.

CHERRYHILL HOMEOWNERS' ASSOCIATION



Lincoln Hall, President

ATTEST:



Karen Holt, Secretary