



2192 DENTON GROVE  
COLORADO SPRINGS  
COLORADO 80919

## Arbors at Mountain Shadows Condominium Owners Association, Inc.

January 18, 2018

WHEREAS the Colorado Common Interest Owners Act (CCIOA), 38-33.3-209.5, (1), (b), (iii) requires boards to adopt a Policy for Conduct of Meetings,

WHEREAS the Declarations of the Association, Section 9.8, permits the Board to create Rules to govern the Association and its members,

WHEREAS it is the desire of the Board of Directors that all meetings of the board and annual meetings of the members of the Association be conducted in an orderly manner,

WHEREAS it is the desire of the Board of Directors that all members of the Association have an opportunity to present concerns and recommendations,

IN WITNESS WHEREOF, the undersigned certify that the following *Policy for the Conduct of Meetings* was adopted by Resolution of the Board of Directors of the Association on the 18<sup>th</sup> day of January, 2018.

Lynda DeHaven, President  
on behalf of the Board of Directors

Attest:

Wyatt Kondris, Secretary



2192 DENTON GROVE  
COLORADO SPRINGS  
COLORADO 80919

# Arbors at Mountain Shadows

Condominium Owners Association, Inc.

January 18, 2018

## POLICY for CONDUCT of MEETINGS

1. Annual Meetings of the Members and Meetings of the Board of Directors shall be conducted in accordance with procedures as set forth in *Roberts Rules of Order, Newly Revised in Brief*, updated to accord with the Eleventh Edition of the Complete Manual.
2. During Annual Meetings of the Members, members shall be permitted, after being recognized by the Chair, to speak at any point during the meeting.
  - (a) Members may
    - i. Move to amend the Agenda and items to be considered.
    - ii. Move to adopt the Agenda as presented or as amended.
  - (b) Members may
    - i. Offer motions
    - ii. Provide seconds to motions, and
    - iii. May participate during the discussion period following a second to a motion.
    - iv. Members may vote on motions.
3. In meetings of the Board of Directors, members shall be permitted to speak as follows:
  - (a) During the *Members' Forum*, members shall have the opportunity to bring before the Board a concern and/or recommendation for consideration by the Board of Directors.
    - i. A member who wishes to speak during the *Members' Forum* shall present the concern and/or recommendation by filling out a *Member Recommendation Form* and submitting the Form to the Chair prior to the meeting.
    - ii. After being recognized by the Chair, a member may be allowed three (3) minute to present the chosen concern or recommendation.
    - iii. During the *Members' Forum*, any other member who wishes to contribute to the discussion of the chosen topic shall first be recognized by the Chair and then may speak for three (3) minutes.
    - iv. The member who submitted the chosen topic may be allowed to speak a second time on the chosen topic for an additional three (3) minutes.
  - (b) After the Board of Directors has offered a motion and the motion is seconded, then during the discussion period that follows, members are permitted, after being recognized by the Chair, to speak once for three (3) minutes.
  - (c) Other than that which is permitted in the foregoing paragraphs 3(a) and 3(b), members may observe the proceedings of the Board but without comment or contribution.