

**RAFTER J RANCH HOMEOWNER'S ASSOCIATION, INC.
POLICY AND RULES GOVERNING ATTENDANCE OF MEMBERS AT
MEETINGS OF THE BOARD OF DIRECTORS**

The Board of Directors of Rafter J Ranch Homeowner's Association, Inc. hereby adopts the following resolution establishing policy and rules governing the attendance of Association members at its meetings:

WHEREAS, the Board of Directors of the Rafter J Ranch Homeowner's Association, Inc. (the "Board" and "Association," respectively) holds regular and, when necessary, special meetings; and

WHEREAS, the Board welcomes and encourages the presence of Association members at all such meetings (except during executive sessions); and

WHEREAS, it is essential for the efficient transaction of Association business at these meetings that all Association members attending such meetings conduct themselves in a respectful, ethical, and appropriate manner.

NOW, THEREFORE, BE IT RESOLVED, as the following shall be the policy and rules governing the attendance of Association members at meetings of the Board:

It is the policy of the Association that regular and special meetings of the Board be open to the members of the Association (except for executive sessions) so long as such members conduct themselves in accordance with these and other rules of the Board. While the Board meetings are open to members who are welcome to observe the Board as it conducts the business of the Association, member attendance at the meeting is a privilege and not a right.

The Board will generally conduct its meetings in accordance with the most current edition of Roberts' Rules of Order, except when changed by these policies or by applicable law. The Board will not be required to strictly adhere to Roberts Rules of Order but will use such rules as general guidelines of conduct and meeting procedures. In the event of any question of procedure, the chair of the meeting will have the authority to render a final decision

It is the policy of the Board to allow members the opportunity to provide comment to the Board at the beginning of each meeting. A member may address topics relevant to the Association including any topic on the agenda, but should not expect to receive any response or subsequent discussion by the Board on the topic unless notice of the topic has been provided to Board at least seven (7) days in advance of the meeting. The Board, in the discretion of the chair, may also afford members the opportunity to provide comment on specific agenda items that are before the Board.

All members attending a meeting of the Board shall abide by the following rules at all such meetings:


1. Members must at all times behave with common courtesy and civility, and refrain from the use of abusive, rude, threatening, or crude language.
2. Members must maintain decorum, sit quietly, and refrain from speaking until recognized by the meeting chair at the appropriate time for member comment.

3. Once recognized, members shall address their comments to the Board, and must refrain from engaging in personal attacks on either members of the Board, fellow members of the Association, any employee of the Association, and/or anyone present at the meeting.
4. When providing comment on an agenda item (and not at the time of general member input), members shall confine their comments to that agenda item.
5. When providing comment, members shall limit their comments to five (5) minutes. Provided a member's comments on a given issue have not taken the allotted five (5) minutes, such member may not provide comment for a second time on that same issue until all other members who wish to speak have been given a chance to speak. A member may not speak more than twice on any one issue, subject to the discretion of the chair.
6. No member shall interrupt either members of the Board, fellow members of the Association, any employee of the Association, and/or anyone present at the meeting who has the floor (as determined by the chair), nor shall a member otherwise disrupt the meeting.

If a member fails to conduct him or herself in accordance with the above rule or is otherwise acting in an inappropriate manner as determined by the chair, or if a meeting is willfully disrupted by a member or a group of members so as to render the orderly conduct of the meeting unfeasible, the chair may order the removal of the member or group of members from the meeting room and proceed with the meeting, or may recess the meeting and reconvene at a later time in the same location or at another location. Any member who has been removed from a meeting or who has otherwise caused a meeting to be recessed because of a violation the above rules, inappropriate conduct, or other disruption shall be prohibited from attending the next two regular or special meetings of the Board. Thereafter, the member shall be allowed to attend future meetings provided the Board does not consider such member's attendance to be a danger to the Board. Should such member again violate the above rules or otherwise disrupt a meeting of the Board that requires removal of the member and/or recess of the meeting, such member may be permanently prohibited from attending future Board meetings upon majority vote of the Board.

The chair, in his or her discretion, may call upon the services of a law enforcement officer or other authorized agent to be present at any meeting of the Board and to oversee that no member disrupts the orderly conduct of the meeting. The chair may instruct such law enforcement officer or authorized agent to remove any member who is willfully disrupting any meeting of the Board.

Adopted at a regular meeting of the Board of Directors of the Rafter J Ranch Homeowners Association, Inc. on February 26, 2019.


Kip MacMillan


Paul Boillot


Joe Greene


Brooke Gorsage


Pam Zernis