

Bayway Isles Homeowners Club, Inc. (“The Association”)
BOARD AND MEMBERSHIP MEETINGS – CONDUCT POLICY

Pursuant to our Association’s By-laws and Florida Statute Chapter 720 the following rules shall govern the conduct of all Association Board meetings unless the Board of Directors, by majority vote, otherwise decides.

1. All Board meetings shall be conducted in accordance with the requirements of the By-laws and Chapter 720, Florida Statutes.
2. The President shall chair all Board meetings. In his/her absence, the Vice President, or alternately the Secretary, shall chair the Board meeting.
3. Except in an emergency or when meeting with the Association’s attorney to discuss proposed or pending litigation, members have the right to attend all Board meetings.
4. At least 48 hours prior to each Board meeting, the chairperson, or their designate, shall prepare a written agenda and post the same at the entryway. Once the meeting commences, the Board may elect to amend or augment the posted agenda.
5. Members have the right to speak at all Board meetings as to any item listed on the meeting agenda subject to the following:
 - a. Prior to each meeting the secretary shall prepare a signup sheet for those members wishing to speak. Each member wishing to speak shall print their name on the signup sheet before the meeting commences and shall designate the agenda item about which they desire to speak. If the Board amends or augments the agenda after the meeting begins, the chairperson shall immediately thereafter allow members to amend their signup sheet entry should they wish to speak on a new agenda item.
 - b. No member may speak concerning any agenda item for more than three minutes.
 - c. Members may only speak during those portions of the meeting designated for member comment.
6. As each agenda item is raised by the Board, the chair shall ensure that any member who signed up to speak as to that item is granted an opportunity to do so before the Board votes on that item or, in cases where a vote is not to be taken, before the Board moves on to the next agenda item.
7. Members may not interrupt each other or Board members during the course of the meeting. Directors and members present shall conduct themselves in a courteous, non-confrontational and professional manner.
8. Should any member violate the foregoing rules, attempt to speak for longer than his/her permitted time or engage in disruptive or rude conduct, the Board may suspend that member’s right to speak for the duration of the meeting and/or future board meetings.

The Association reserves the right to modify or amend this document at any time.

Adopted by the Bayway Isles Board of Directors on March 11, 2015