

**CAMELOT PARK VILLAS COMMUNITY ASSOCIATION'S
POLICY REGARDING CONDUCT OF MEETINGS**

WHEREAS, the Board of Directors believes it to be in the best interest of the Association to establish a uniform and systematic protocol for conducting meetings of the Board of Directors which will ensure equitable participation by the Members, while permitting the Board to conduct the business of the Association;

AND WHEREAS, The Board wishes to formalize its policy and procedure regarding the manner in which persons attending may tape record or videotape those portions of the meetings of the board of directors and meetings of the members that are open. For purposes of this resolution any means of audio recording shall be considered synonymous with the term "tape record," and any means of video recording shall be considered synonymous with the term "videotape."

NOW, THEREFORE, BE IT RESOLVED that the Association does hereby adopt the following policy, rules and procedures, governing the conduct of meetings of the Board of Directors, and when and where applicable, the policy, rules and procedures shall also apply to meetings of the members:

1. GENERAL. All meetings of the Association and Board of Directors are open to every Member, or to any person designated by a Member in writing as the Member's representative, and Members or designated representatives so desiring shall be permitted to attend, listen, and speak at an appropriate time during the deliberations and proceedings. No weapons of any kind are permitted at an open meeting at any time.
2. TIME RESTRICTIONS. The Board may place reasonable time restrictions on those persons speaking during the meeting, but shall permit a Member or a Member's designated representative to speak once after the board has discussed a specific agenda item but before the board takes formal action on an that item, in addition to the opportunity to speak at the *Open Discussion* part of the meeting. The Board shall provide for a reasonable number of persons to speak on each side of an issue, and the Board shall have the right to determine the length of time each person speaks. Unless otherwise determined by the President or acting chair, the time limit will be three (3) minutes per Member. Speakers may not allot their time to others.
3. AGENDA. The agenda shall be available to all unit owners attending. The agenda for all meetings shall follow the order of business determined by the Board, which shall include a Member *Open Discussion* during which any Member or Member's designated representative who wishes to speak will have the opportunity to do so, subject to the remaining provisions of this policy.
4. OPEN DISCUSSION. The Board shall have the right to determine the length of time of the *Open Discussion*. Unless otherwise determined by the President or acting chair, *Open Discussion* shall be conducted for up to one-half hour at the beginning of the meeting, when it is called to order. The President or acting chair of the meeting may place reasonable limitations upon the time given to each Member seeking to comment during *Open Discussion* to allow sufficient time for as many Members as possible to comment within the time permitted. Unless otherwise determined by the President or acting chair, the time limit will be up to three (3) minutes per Member. Members will only be allowed to speak more than once during *Open Discussion* at the discretion of the Board. No Member may speak a second time until all Members wishing to speak have had an opportunity to speak once. Speakers may not allot their time to others.

5. CURTAILMENT OF MEMBER CONDUCT. Should the President or acting chair determine that any Member has spoken for the allocated amount of time or longer, the President or acting chair shall have the authority to instruct that Member to yield the floor and that Member will be obligated to comply with the President's or acting chair's instruction.
6. DISRUPTIVE OR UNRULY BEHAVIOR. If a Member refuses to stop talking after his/her allotted time has ended, or at any time interrupts the Board or another Member, his/her behavior shall be considered by definition *disruptive*. In that event, or in the event a Member in any manner otherwise *disrupts* the meeting, which definition shall include but not be limited to the use of obscene gestures or language, shouting, loud and/or aggressive speech or posturing, or similar behavior, the following procedure will be followed:
 - The President or acting chair will request [one time] that the Member desist from speaking or otherwise disrupting the meeting.
 - In the event the Member continues to be disruptive, or in the event the Member at anytime after the request to desist is made, becomes disruptive again, the Member will be asked to vacate the premises
 - If the Member still refuses to cooperate, the President or acting chair shall temporarily adjourn the meeting and call or cause to be called the appropriate law enforcement authority to have the Member removed.
 - After the Member is removed, whether voluntarily or otherwise, the Board shall, if it so desires, reconvene the meeting to further conduct business, or upon motion and second, the meeting may be adjourned.
7. AUDIO AND/OR VIDEO RECORDING. Pursuant to A.R.S. 33-1804(A), the following rule governing the taping/recording of open portions of the meetings of the board and the membership:
 - Any owner intending to tape or video record a meeting must first provide the association written notice 48 hours prior to the start of the meeting;
 - At or prior to the meeting, a form approved by the Association shall be provided to the owner for signature wherein it is acknowledged that a recording of a meeting is not the official record of the meeting, the approved meeting minutes are the official record of the meeting; the association does not make any representations as to the authenticity of the recording; recordings shall not be disseminated to members outside of the association without the written consent of the board; a recording of a meeting shall not be posted, or otherwise made available on the internet, without the prior written consent of the Board; and all rules and regulations adopted by the Association will be adhered to during the recording of the meeting.
 - Failure or refusal to sign the acknowledgment form shall result in an abandonment of member's right to record the meeting.
 - In order to prevent interruptions, all recording equipment must be in position ten (10) minutes prior to the start of the meeting; all recording equipment shall remain off until the presiding officer informs attendees that the meeting is about to be called to order and turned off immediately upon adjournment;

- Recording equipment must not produce sound or distracting light emissions;
- All persons utilizing recording equipment must set up the recording equipment in a stationary, fixed position in a place designated by the Association;
- At all times video equipment must be directed at and framing the Board exclusively; in no event shall any other person or persons in attendance be recorded by video means;
- Recording equipment is the responsibility of the owner, the association is not obligated to provide equipment;
- In the event any recording equipment fails, the meeting will not be stopped while the equipment is reset or adjusted;
- Any person recording a meeting must provide the association an unabridged copy of the recording within ten (10) days after the meeting;
- A recording shall not be disseminated to members outside of the association without the prior written consent of the Board;
- A recording of a meeting shall not be posted, or otherwise made available on the internet, without the prior written consent of the Board;
- In the event a non-member other than or a person designated by a member in writing as the member's representative is allowed to attend the meeting, said non-member is prohibited from recording the meeting without the prior written request and approval by the Board.
- If during the meeting there arises an infraction of these Paragraph 8 rules, said infraction shall be considered *disruptive* and the member or other person will be requested by the presiding officer of the Board to desist and correct the infraction. If the person refuses to cooperate, the presiding officer shall temporarily adjourn the meeting and cause the recording equipment to be removed. After the recording equipment is removed, the Board shall, if it so desires, reconvene the meeting to further conduct business, or upon motion and second, the meeting may be adjourned.
- Failure to adhere to these rules regarding recording, whether prior to, at the meeting, or after shall result in an abandonment of member's right to record future meetings for a period of six (6) months from the date of the infraction.