

PROTOCOL FOR GUNBARREL GREEN HOA BOARD MEETINGS

We, as volunteer board members and your neighbors in Gunbarrel Green, welcome you to this HOA Board Meeting. We encourage neighbors to participate in our community and want your input on current and future activities.

As you see on the agenda, there is an Open Forum for all residents who are members who wish to speak during the first 15 minutes of this meeting. It is your opportunity to ask questions and comment about HOA matters.

How it works:

1. One person at a time can have the floor to speak.
2. All members will have the opportunity to speak.
3. The Chair will recognize you before you begin speaking. Please stand, be recognized by the Chair, introduce yourself and begin speaking.
4. Each recognized person will have up to **two** minutes to speak. After that, the Chair will recognize the next person.
5. After everyone has had a chance to speak, you may have a second chance (2 minutes), if time allows within the 15-minute Open Forum.
6. Members are asked not to repeat items addressed by a previous speaker other than to express points of agreement or disagreement. Refrain from reading long documents and summarize your comments wherever possible.
7. When a person has the floor, please be considerate and do not comment or interrupt.
8. When speaking, please address the Board, not individuals attending the meeting.
9. Personal attacks will not be allowed or tolerated. You will be asked to sit down.
10. No side conversations.
11. Keep it calm, concise, clear, and to the point.
12. Please silent your cell phones.

At the end of the 15-minute Open Forum, we will have our HOA Board Meeting. You are welcome to stay and observe. The chair 'may' open the floor for comments only before the Board votes on an issue. If an agenda item is name sensitive or is a legal issue, we will call an executive session and ask that the room be vacated while these issues are discussed.