



River Ridge Homeowners Association of
Martin County Inc.

Board Meeting Rules

Rev 1



MEETINGS OF THE BOARD OF DIRECTORS: A meeting is defined as a quorum of Directors gathered to conduct Association business. The term “meetings” does not include gatherings of less than a quorum of Directors engaged in a fact-finding investigation, legal inquiry, or gatherings of any number of Directors and its attorney with respect to proposed or pending litigation where the contents of the discussion would otherwise be governed by the attorney-client privilege.

ATTENDANCE AT BOARD AND COMMITTEE MEETINGS: Every member shall have the right to attend Board of director and committee meetings except as may be provided by law. No person other than a member may be permitted to attend such meetings, except for persons invited or permitted to attend by the Board or committee chairperson. One half hour of each regular monthly Board of Directors meeting will be allotted for members commentary. Individual members will each be limited to 5 minutes. If the 30 allotted minutes expire and additional community members wish to speak those members may speak at the next Board meeting or forward their issues or concerns in writing to the property manager via the River Ridge Issue Report Form available at www.riverridge.ws.

Members speaking at a meeting must abide by the following rules;

- 1) A member wishing to speak should wait until such time as the Board President/Chairperson asks if there are any persons present who wish to speak. At that time the member should stand to be recognized by the President/Chairperson. The President/Chairperson shall then select a person to speak.
- 2) The selected member should move forward, take the member speaker chair, and state their name in a clear voice.
- 3) The member should only speak to the President/Chairperson, referring to them as Mr. or Madam Chairperson.
- 4) The member will only be allowed to speak for a maximum of 5 minutes. Time is not transferable to another member.
- 5) The member must remain seated, calm, and respectful while speaking and upon conclusion of the allotted time, must vacate the chair.
- 6) The member may not knowingly provide false information to the Board.
- 7) The President/Chairperson may direct other members, Directors, or special guests to answer questions or respond to issues at the conclusion of the 5 minutes.

Any member attending a meeting must abide by the following rules;

- 1) Members must remain silent and otherwise not conduct themselves in any manner that is disruptive to the meeting.
- 2) Members must be seated, unless ample seating is unavailable or a medical condition dictates otherwise.
- 3) The Board will designate areas for members to be seated or stand.



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Board Meeting Rules - Continued



TAPE RECORDING OR VIDEOTAPING BOARD MEETINGS: In accordance with Florida law, any member may tape record or videotape a Board meeting subject to the following rules;

- 1) Any member wishing to record a meeting must give written notice to the designated property manager not less than 24 hours in advance of the meeting to be recorded. Any member who records a meeting does so based upon the understanding and condition that they must make an unedited copy of their audio or video tape available to the Association within 10 business days, if requested by the Association, and at the Association's expense.
- 2) Any audio or video equipment must be assembled and placed in position not less than 15 minutes prior to the scheduled time for commencement of the meeting unless the equipment is handheld. The Board may designate the location to be used for this purpose, which shall allow for effective recording by the owner while preserving the rights of others to observe, hear, and participate in the meeting with minimal distraction.
- 3) No equipment shall produce distracting sounds or light emissions.
- 4) No person may move about the meeting room to facilitate the recording.

ENFORCEMENT OF MEETING RULES:

Ejection;

Any person who fails to comply with these rules shall be subject to ejection from the meeting at the sole discretion of the Board President/chairperson. The Board President/Chairperson shall give any non-complying person one warning regarding ejection, and thereafter may call for immediate ejection of that person, and the removal of any of their equipment, if any. Further any person that is not a member of the Association, or not lawfully holding the proxy of a member shall be ejected. Any person refusing to leave the meeting after being ejected may be deemed as a trespasser.

Sergeant of Arms;

The President of the Board/Chairperson of the meeting may appoint a sergeant of arms who at the direction of the President of the Board/Chairperson shall either remove the unauthorized or ejected person and/or contact a law enforcement representative to remove such person.

Fines;

Persons failing to comply with the established rules may be sanctioned by fine and suspension of membership privileges as provided for in the Amended and Restated Declaration of Covenants, Conditions and Restrictions of River Ridge.

AMMENDING RULES:

The foregoing rules were ratified by a unanimous vote of the Board on July 21, 2003. The Association reserves the right to amend these rules from time to time as deemed necessary. All of these Board Meeting Rules are made in accordance with the Boards various authorities, including but not limited to those found in the Amended and Restated Declaration of Covenants, Conditions and Restrictions of River Ridge.