



Arnold Lilac Park Homeowners Association

PO Box 722

Arnold, California 95223

209-795-3807

info@arnoldlilacparkhoa.org

www.arnoldlilacparkhoa.org

Meeting Procedures And Rules of Conduct

Regular and Special Open Meetings of the Board of Directors

1. All members of the Association have the right to attend open meetings of the Association's Board of Directors.
2. Full Time Tenants are allowed to attend meetings of the Association's Board of Directors' providing they do not cause disruption of the meeting process.
3. Unless otherwise permitted by State law or court order, members are not allowed to record audio or video at an open meeting of the Board without prior written authorization from the Association signed by the Secretary or President.
4. The Secretary, Assistant Secretary or any officer of the Board may record the meeting to aid in the preparation of minutes. The recording is to be deleted once the minutes have been prepared.
5. If you are attending a meeting in person, you are not allowed to also Zoom into the meeting. Our internet connection will not support the additional traffic so this causes interruptions in the connection for those attending via Zoom.
6. All phones must be turned off and no use of electronic devices is allowed for Members attending in person. Board Members are excluded based on need during the course of business.
7. As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the Board's deliberations or votes.
8. Members may address issues during the Open Forum portion of the meeting where they will be given 3 minutes to express their questions or concerns. Members who wish to make comments to the Board of Directors shall raise their hand and wait to be recognized before speaking.
9. Open Forum is a time allowed during Open Meetings for all Association Members to voice their issues or concerns. The Board understands all members may not always agree with the decisions made by the Board and is happy to hear Member issues and concerns during Open Forum or via email. However, per our By-Laws, Article VIII Section 1, the Board of Directors has the power to conduct, manage and control the affairs and business of this corporation. Therefore, continual harassment by members so as to become a nuisance, via email or open comments regarding disagreements you may have with Board decisions will not be tolerated and may result in a fine.
10. Attendees shall be respectful of all others in attendance, shall not interrupt others while they are speaking and shall refrain from the use of derogatory comments, gestures, etc.
11. Attendees who violate these rules or otherwise disrupt the meeting in a manner that interferes with the Boards' ability to conduct its business may be subject to expulsion from the meeting and may be fined. If necessary, law enforcement may be called to have the person removed.

12. If an attendee who has been asked to leave refuses to leave, at the discretion of the Board, the meeting may either be paused while waiting for the member to comply with the expulsion, or the remaining Agenda items may be tabled and the meeting adjourned.

Committee Meetings

1. The Board may create standing committees for a specific purpose.
2. At the Board's discretion, committees may be comprised of Directors, Members, or a combination of both.
3. Oral and/or written committee reports will be given at an open meeting.
4. No Member Notice or Minutes are required for Committee Meetings as they are advisory in nature, with no decision-making authority.
5. At no time will more than 4 Directors be on any one committee to prevent the existence of a quorum.

Working Meetings of Board Members

1. Working meetings between Board Members are often necessary to prepare for an Open Board Meeting.
2. A Director may be given the task of researching a particular topic and/or creating documents to be presented at an Open Board Meeting for Board consideration. At the Director's discretion, Members and/or up to 3 additional Board Members may be asked to assist in the project. Once the task has been completed the group is disbanded.
3. No Member Notice or Minutes are required for Working Meetings as they are advisory in nature, with no decision-making authority.
4. At no time will more than 4 Directors gather together for a Working Meeting to prevent the existence of a quorum.

Executive Sessions

1. With the exception of disciplinary action against a Member, Members are not allowed to attend Executive Sessions of the Board due to the confidential nature of the matters being discussed.
2. Member Notice, an Agenda and Minutes are required.
3. Minutes are confidential and there is no right to inspect by Members.
4. Matters discussed in an Executive Session shall be generally noted at the next Open Board Meeting.