

CAT9 HOA Meeting Procedure: V1.0 08-APR-2024

PURPOSE: The purpose of this procedure is to provide CAT9 HOA Meeting conduct expectations for productive meetings.

SCOPE: This procedure applies to all CAT9 HOA Monthly Meetings, Annual Meetings, and applicable Special Meetings.

REFERENCES:

Document No.	Reference
July 05, 1977	Catalina Foothills Estates No. 9 HOA By-Laws
33-1804. <u>Open meetings; exceptions</u>	Arizona Open Meeting Statue

1. Recording of Meeting:
 - a. If the meeting is remote or virtual, a recording is made of the meeting and stored in Zoom.
 - b. The purpose of recording the meeting will be to assist in the preparation of meeting minutes.
 - c. Recordings shall be retained for a minimum period of 3 months after the date of the meeting.
 - d. After the 3-month period, the recording will be deleted and no copy retained by the HOA.
 - e. If a member requests a copy of the recording prior to deletion, it shall be supplied to the member.
 - f. If the meeting is in-person, a recording is not required.
2. Meeting participants are defined in 3 categories:
 - i. Board Members – Individuals elected to the Board of Directors
 - ii. Owners – owners of property in the neighborhood and therefore members of the HOA
 - iii. Guests – Attendees that do not fit the other two categories
3. Conduct of the meeting:
 - a. The meeting will be moderated by the President, or a Board member designated by the President. If the President is absent, the Vice President will moderate the meeting. (see By-Laws Article II-8, III-7). This person will be referred to as “Moderator” for the rest of this document.
 - b. The Moderator is empowered to:
 - i. Keep the meeting on topic and following the agenda
 - ii. Conclude on time
 - iii. Use the time productively and efficiently
 - iv. Maintain civility
4. Conduct of Meeting Participants:

- a. Meeting participants are expected to behave in the following manner:
 - i. Address the members of the Board and homeowners with respect.
 - ii. Refrain from personal attacks on other attendees at the meeting.
 - iii. Stay on topic within the meeting agenda.
 - iv. Do not speak over other speakers.
 - v. Make points clearly and in a timely manner.
5. Expected Behavior of attendees:
 - a. Board Members – primary purpose of meeting is for the Board to conduct business.
 - i. It is recommended that Board Members raise their hand to speak to allow the Moderator to ensure each Board Member is heard.
 - ii. Board members may have free form discussion if appropriate for durations as defined in the agenda and approved by the Moderator.
 - b. Owners – Each meeting may have an owner comment period on the agenda. During this period, owners are given time to speak to the meeting on any topic. Outside of this time, owners may request to be recognized by the Moderator provided their question or comment is related to the topic currently being discussed.
 - c. Guests – If a meeting has a guest, the guest will be recognized by the Moderator to speak at the appropriate time. During this time, the Guest will be free to speak and participate in the manner determined by the Board.
6. Enforcement of Conduct.
 - a. If any participants violate Conduct as defined above, the moderator may:
 - i. Give a verbal warning.
 - ii. If warnings do not stop the behavior, they may be muted.
 - iii. If muting does not stop the behavior, they may be removed from the meeting.
 - b. Repeated misconduct by a Board member may result in removal from the Board by vote per CAT9 By-Laws (Articles III-10, IV-4).
 - c. If a Board member misses 3 consecutive meetings without a valid reason, approved by resolution of the Board, the member shall be deemed to have resigned (Article III-11).