



## ROLLING HILLS RANCH TOWNHOMES ASSOCIATION REGULATIONS FOR CONDUCTING ASSOCIATION MEETINGS

**SUBJECT:** Board Resolution re the creation and amendment of Rules and Regulations for conducting Association meetings.

**AUTHORITY:** The Declaration, Articles of Incorporation and Bylaws of the Association and Colorado law, (the Controlling Documents), which provide that the Associations power to adopt Rules and Regulations rests exclusively with the Board..

**EFFECTIVE DATE:** 60 Days after the Board Resolution approving this regulation.

**RESOLUTION:** The Board hereby adopts the subject resolution.

**1. Code of Conduct.** The following code of conduct shall apply to attendees of meetings of the Board:

1.1 Anyone wishing to speak must first be recognized by the meeting chair.

1.2 Attendees shall not interrupt anyone who validly has the floor.

1.3. When speaking, Attendees shall abide by any time limits set by the meeting chair for comment.

1.4 Attendees shall at all times speak and otherwise behave with common courtesy and civility. In particular, Members shall refrain from personal attacks, and from using profane, rude or threatening language.

1.5 Any comments should be relevant to the agenda item being discussed.

1.6 No Attendee may speak for a second time on an issue until everyone who wants to speak about that issue has been given the chance to speak once.

1.7 Attendees may not speak more than twice on any one issue, subject to the discretion of the meeting chair

1.8 Attendees shall obey all orders made by the meeting chair, including an order to step down (i.e., an order to stop speaking and yield the floor)

1.9 Cell phones shall be turned off during the meeting; no cell phones or recording devices shall be activated in the meeting without the express approval of the chair.



2. Order of Business. Unless a different order of business is set forth in any meeting agenda established by the Board, the order of business at meetings of the Board will be the following:

- \* Establish a quorum
- \* Call Meeting to Order
- \* Approval of minutes of prior meeting
- \* Introduction of and report(s) from guest(s)
- \* Reports of committees/officers
- \* Old business
- \* New business
- \* Adjournment

3. Meeting Minutes. Minutes of Board meetings will be taken by (a) the Association Secretary, or (b) in the absence of the Secretary, any other officer designated by the President, provided that the Secretary must review and sign the minutes prepared by such representative, and further provided that the Secretary is ultimately responsible for the accuracy of the minutes. The minutes will be maintained in the Association's permanent records. Because minutes of Board meetings will be taken, and in order to encourage full discussion by the Attendees, no Board meeting may be recorded by audio or video unless otherwise allowed by the Board in its sole discretion. The use of cell phones during the meetings is prohibited.

4. Executive Sessions. Executive or closed-door sessions of the Board shall be conducted in accordance with the Controlling Documents.

5. Variiances. The Board may from time to time vary from the requirements set forth in this regulation if the Board determines in its sole discretion that such variance is reasonable under the circumstances.

**CERTIFICATION**

The undersigned, being the President of the Rolling Hills Ranch Townhomes Association, a Colorado nonprofit corporation, certifies that the foregoing resolution was approved by the Directors of the Association at a duly called and held meeting of the Board on

June 19, 2014

ROLLING HILLS RANCH TOWNHOMES ASSOCIATION

By: Frankie Summons 6-20-14  
President