

BAYPORT WEST HOMEOWNERS' ASSOCIATION, INC.

POLICY FOR OWNERS TO ADDRESS THE BOARD ON AGENDA ITEMS

On June 26, 2017, the Board of Directors adopted the following policy effective immediately regarding Owner's right to address the Board on Agenda Items at a Board Meeting.

1. Homeowners may address the Board of Directors on Agenda items when called upon at open Board Meetings.
2. Owners wishing to address the Board are required to sign-in by completing all sections of the sign-in form as to name, Bayport West address, and item(s) on the agenda which will be addressed. The sign-in form and copies of the agenda for the scheduled meeting will be made available at the meeting location a shortly prior to the meeting.
3. At a time during the meeting so determined by the Board, the Board will call each name listed on the form in order of entry.
4. When called, owners may address the Board for up to three (3) total minutes per lot owned regardless of the number of agenda items listed by that owner. Owners may stand if so wished while addressing the Board. No portion of the allowed three minutes may be yielded to others.
5. Throughout their address to the Board, speakers must speak courteously and in a business like, non-argumentative manner. Board members are expected to respond in such manner as well. Only agenda items listed by the owner may be addressed.
6. Owners may be requested to provide the Board written summaries at a later date in the event the owner's presentation is lengthy or involves complex issues which may require research or further consideration.
7. No response from the Board is required during or after the Board meeting. The Board may or may not choose to respond at the meeting or may determine that a response will be delayed following additional consideration or research. Any Board member may choose to respond after the owner has completed his or her presentation.
8. In order to conduct meetings in an organized and efficient manner, Robert's Rules of Orders will be used as a guideline for all meetings.