

**TAMARRON ASSOCIATION OF CONDOMINIUM OWNERS, INC.**

Responsible Governance Policy

**CONDUCT OF MEETINGS  
(Amended September 9, 2015)**

The following policy and procedures have been adopted by the Tamarron Association of Condominium Owners, Inc., a Colorado Non-Profit Corporation ("Association") pursuant to the provisions of the Colorado Common Interest and Ownership Act (the "Act") C.R.S. 38-33.3-209.5, at a meeting of the Executive Board.

NOW THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following policy governing conduct of meetings to ensure uniform and systematic protocol for conducting meetings of the Association.

1. **OPEN MEETINGS.** All meetings of the Association are open to every Owner, or to any person designated by an Owner in writing as the Owner's representative, subject to the right of the Board to conduct executive sessions as provided in the Declaration and the Act. Meetings of the Board may, but are not required, to be conducted by teleconference or other electronic means of communication according to such regulations and procedures as adopted by the Board.

2. **RESTRICTIONS ON SPEAKING.**

a. **Request To Speak on Agenda.** The President of the Board establishes the agenda for each meeting. Owners who desire to speak at a meeting shall notify the President of the Board in writing at least 15 days in advance of the meeting and shall indicate the topic on which the Owner desires to speak. The Owner's topic of discussion will be included as an item of New Business unless the topic is already an agenda item in which case, the Owner may speak to the issue when the agenda item is presented for Owner comment subject to the time limit established by the Board under paragraph 2b. The Owner shall be permitted (5) five minutes to introduce and speak on any New Business matter unless, during the meeting, the Executive Board determines that a shorter or longer period of time is appropriate.

b. **Speaking During Meeting.** At an appropriate time determined by the Executive Board, but before the Executive Board votes on an issue under discussion, Owners or their designated representatives shall be permitted to speak regarding that issue. Owners will have the opportunity to comment on substantive voting matters of the Board including the adoption or amendment of Governing Documents or the vote to approve or levy special assessments. The Board, in its discretion and time-permitting, may allow an Owner question period at the end of the delivery of a committee report by a Board.

c. **Time Restrictions.** Owners will be allowed to speak one time per topic, no more than (3) three minutes per topic, unless the Chair establishes a different time limitation and number of speaking opportunities at the beginning of or during the meeting. If, for example, the Board expects a large number of owners desiring to speak during a meeting, the Board may limit the owner comment period to no more than two minutes per person. If more than one person desires to address an issue and there are opposing views, the Executive Board shall endeavor to provide for persons to speak on each side of the issue.

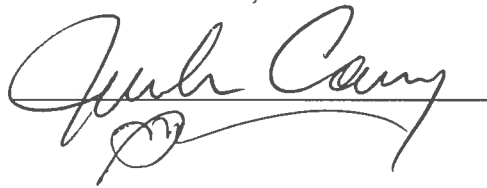
d. Attendee Conduct. When speaking at a meeting, Owners, Board members, guests and invitees (“Attendees or Attendee”) shall abide by the following:

- No Attendee is entitled to speak until recognized by the meeting chair.
- Comments are to be restricted to the agenda item being discussed.
- Attendees are expected to behave courteously.
- Personal attacks on any speaker will not be tolerated.
- Physical confrontations, shouting, or other aggressive behavior will not be tolerated.
- Attendees shall not interrupt when another Owner, Board member or speaker has the floor.
- Attendees should avoid repetition of comments already made other than to endorse what has already been said.

If an Attendee violates any of the above referenced items in this paragraph 2(d), the President or meeting chair may terminate the Attendee’s comment period.

e. Disruptive or Unruly Behavior. If an Attendee unreasonably disrupts a meeting, refuses to stop speaking when requested, or is otherwise in violation of the provisions of this policy, the President or meeting chair or may make a motion to take any appropriate action to bring the meeting under control, including, asking the disruptive person to leave, calling a recess, or adjourning the meeting.

THIS POLICY AND PROCEDURE was adopted at the meeting of the Board of Directors on September 9, 2015, by an affirmative vote of more than 66 2/3rds of the Board of Directors for Tamarron Association of Condominium Owners, Inc.

  
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Please attach my signature to each of the six Board policies that were passed by the Board on September 9, 2015. Also, please attach my signature to the amended and restated bylaws that were passed by the Board on September 9, 2015.



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