

RiverPlace at Summer Beach Property Owners Association, Inc.

Policies and Procedures

Name of Policy: Rules Governing Owner Participation at Meetings

Policy Number: RP13

Date: 30 November 2017

Reference to By Laws: Article III - Meeting Of Members; Article V - Meeting Of Directors

General

Section 720.303(2)(b), Florida Statutes, provides that RiverPlace at Summer Beach Property Owners Association, Inc. (the "Association") may adopt written reasonable rules governing the frequency, duration, and manner of Owner participation at meetings of the Board.

Section 720.306(6), Florida Statutes, provides that the Association may adopt written reasonable rules governing the frequency, duration, and manner of Owner statements at membership meetings.

Section 720.306(10), Florida Statutes, provides that any parcel owner may tape record or videotape meetings of the Board and meetings of the Members.

The Board of Directors (the "Board") believes it is in the best interest of the Association to adopt rules, as contemplated by the above-referenced statutory provisions for the orderly and professional conduct of Board and Member meetings. It therefore has adopted the following rules regarding Owner participation at Board and Committee meetings, and Member Meetings.

BOARD AND COMMITTEE MEETINGS

1. Board and Committee Meetings Defined.

a) "Board Meeting" is defined as a quorum of Directors gathered to conduct Association business.

b) "Committee Meeting" is defined as a quorum of Committee members gathered to conduct the business of the Committee.

2. Attendance at Board or Committee Meetings. Owners have the right to attend Board and Committee Meetings except as provided by law. No person other than an Owner shall be permitted to attend such meetings, unless permitted by the President.

3. Participation at Meetings.

a) Owners have the right to speak at Board and Committee Meetings. No other person shall be permitted to speak at such Meetings, unless permitted by the President. Time will be set aside at the beginning of the Meeting for Owner statements regarding designated agenda items. An Owner will only be permitted to speak once in reference to each designated agenda item, unless otherwise requested to speak again by the President. An Owner shall be afforded two (2) minutes per agenda item unless additional time is approved by the President. Other Owners cannot "yield" their time for the purpose of extending an Owners time limit.

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b) All speakers shall show civility and respect toward all Board Members, other Owners and any other participants of the meeting. Speakers shall not use foul or abusive language and will be asked to leave the meeting if this rule is violated.

c) Time will be set aside at the end of the meeting for Owner statements regarding items not designated on the agenda. An Owner statement relative to an item(s) not designated on the agenda shall be afforded two (2) minutes total, unless the President allows additional time. Other Owners cannot "yield" their time for the purpose of extending an Owners time limit.

4. Taping of Meetings.

a) Owners may tape record or videotape any meeting of the Board or Committees.

b) An Owner desiring to tape record or videotape a Board or Committee meeting shall submit a written notice to the Property Manager at least twenty-four (24) hours prior to the start of the Board or Committee meeting advising that the meeting will be tape recorded and/or videotaped. A separate written notice must be made for each meeting the Owner desires to tape record and/or videotape.

c) No tape recording and/or videotaping of any Board or Committee meeting shall interfere with or obstruct the meeting, and none of the equipment used for taping shall interfere with or obstruct any person's view of the meeting or ability to hear the meeting, or block access to or from the meeting or to or from the seating in the meeting, or constitute a tripping hazard. Extra lighting for videotaping shall not be permitted. Persons using taping equipment must do so from their seats unless the Board authorizes a location which is less obtrusive and less hazardous. All taping equipment used shall conform to the electrical codes. No accessory shall be attached to any electrical outlet that enables more equipment to utilize the outlet than would normally and safely utilize the outlet. No images may be used in any promotional or commercial manner.

MEMBER MEETINGS

1. **Member Meetings Defined.** "Member Meetings" is defined as a properly noticed meeting of the Members to conduct official Association business.

2. **Attendance at Member Meetings.** Owners have the right to attend Member meetings either in person or by proxy as may be provided by law. No person other than an Owner or an Owner's proxy shall be permitted to attend meetings, except agents of the Association or persons permitted by the President.

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3. Participation at Member Meetings.

a) Members have the right to speak at Member meetings as provided by Florida law. No other person shall be permitted to speak at meetings, except as provided by Florida law. No other person shall be permitted to speak at meetings except agents of the Association, designated proxies, or those persons permitted to speak by the President.

b) Statements by Owners at meetings shall be restricted solely to items designated on the agenda for that meeting, unless permitted by the President or majority vote of those present (in person or by proxy) at the meeting.

c) A Member will only be permitted to speak once in reference to each agenda item.

d) A Member's statement shall not exceed three (3) minutes (as required under Section 720.306(6), F. S.), unless otherwise permitted by the President. Other Members cannot "yield" their time for the purpose of extending a Member's time limit. The President shall give the floor to the Member permitted to speak subsequent to the calling of the agenda item upon which the Member will make a statement, but prior to the voting of the Members upon that agenda item.

e) All speakers shall show civility and respect toward all Board Members, all other Owners and any other participants of the meeting. Speakers shall not use foul or abusive language and will be asked to leave the meeting if this rule is violated.

4. Taping of Member Meetings.

a) Members may tape record or videotape Member meetings as permitted by Florida law. A Member desiring to tape record or videotape such meeting shall submit written notice to the Secretary or Manager at least twenty-four (24) hours prior to the start of the meeting.

b) No tape recording or videotaping of Member meetings shall interfere with or obstruct the meeting, and none of the equipment used for taping shall interfere with or obstruct any person's view of the meeting or ability to hear the meeting, or block access to or from the meeting or to or from the seating in the meeting, or constitute a tripping hazard. Extra lighting for videotaping shall not be permitted. Persons using taping equipment must do so from their seats unless the Board authorizes a location which is less obtrusive and less hazardous. All taping equipment used shall conform to the electrical codes. No accessory shall be attached to any electrical outlet that enables more equipment to utilize the outlet than would normally and safely utilize the outlet.

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ENFORCEMENT OF MEETING RULES

1. **Fines.** In accordance with the fining authority and procedures set forth in Section 720.305(2), Florida Statutes, the Board may levy a fine against any person who fails to comply with these Rules.
2. **Legal Action.** The Board may take any appropriate legal action available against any person who fails to comply with these Rules.
3. **Other Remedies.** Nothing in these Rules shall be construed as a limitation or restriction upon any of the Association's rights or remedies, or act as an election of remedies. All rights and remedies available to the Association shall be cumulative.