

TRAILS POA CONDUCT OF MEETINGS POLICY

In order to ensure that meetings are productive and civil, anyone in attendance will be expected to abide by the following rules, which are consistent with Robert's Rules of Order, Florida Statutes Chapter 720, and the POA governing documents.

When the Board posts an announcement of a meeting, it will contain a list of topics on the meeting agenda. Any member who wishes to speak about a specific topic on the agenda may notify the Secretary in advance, or sign up on the speaker's sheet at the meeting.

No one may speak unless they are recognized by the Chairperson, at which time that person will have the floor, and no one may interrupt them. The time limit will be three (3) minutes for speaking. All other members will have a chance to be recognized by the Chairperson and speak for 3 minutes, before the original speaker has a second chance to speak, which will be limited to 1 ½ minutes. It will be at the Chairperson's discretion whether there will be further discussion of that topic. The original speaker may speak only twice on a single agenda item. The time guidelines will be enforced with a stopwatch, timer, or gavel.

If a motion is made and seconded, there will be a discussion period before a vote is taken.

Meeting agendas will contain an open forum period, during which any member may request speaking time by raising their hand. Members may address items not on the agenda. The time limits described above will apply to the open forum. The Chairperson will decide when to end the open forum period.

Speech will be polite and civil at all times. Personal attacks will not be tolerated. Anyone found "out of order" by the Chairperson more than once will be required to leave the meeting.