



## POLICY

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### Adoption of Agenda

*Approved at WLCA Board Meeting, February 24, 2014*

A new item, Adoption of Agenda, will be included in the regular agenda;

During Adoption of Agenda, Neighborhood Representatives may submit items pertaining to the association, and homeowners may submit items pertaining to their assessments; and the board will decide whether to include each submitted item on the agenda of the current board meeting, defer the item to the agenda of the next board meeting, or explain why WLCA will not address the item;

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### Meeting Protocols

*Approved at WLCA Board Meeting, February 24, 2014*

During the meeting and at the time indicated on the adopted agenda, Neighborhood Representatives and homeowners may present their items, followed by discussion and disposition of those items, in accordance with the following protocols:

1. The recognized speaker will be allowed three (3) full minutes without interruption, with the exception that the Chair may interrupt to maintain order;
2. Discussions and decisions during a meeting are limited to the items on the agenda that is adopted at the start of the meeting. New topics introduced during a meeting will be assigned to agendas for future meetings;
3. Only agenda business will be discussed during a meeting. No personal differences or personal issues will be allowed as part of the discussions. Persons airing personal issues will forfeit their right to complete their statements.

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### Open Forum

*Approved at WLCA Board Meeting, February 24, 2014*

Each Open Forum will begin with the announcement that "Open Forum is not an official part of the meeting, no decisions are made during Open Forum, and no record is kept of discussions during the Open Forum; Neighborhood Representatives with issues pertaining to the Association, and homeowners with issues pertaining to their WLCA assessments may submit those items for consideration during the regular meeting under Adoption of Agenda;"

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## Submittals to WLCA Board Meeting Agendas

*Approved at WLCA Board Meeting, February 24, 2014*

WHEREAS, the Board of Directors of Waterford Lakes Community Association, Inc. is empowered to set the format for monthly board meetings as long as it does not conflict with the requirements of its covenant restrictions and bylaws;

WHEREAS, association meetings must conform to Florida Statutes, which permit reasonable member participation;

WHEREAS, Neighborhood Representatives have a right to address the Board on all matters pertaining to the Association;

WHEREAS, homeowners have a right to address the Board on matters pertaining to their WLCA assessments;

WHEREAS, matters discussed in the current Open Forum are neither officially considered nor recorded;

**NOW, THEREFORE, BE IT RESOLVED THAT** the following procedures are established regarding the format and conduct of monthly Board meetings:

Each Open Forum will begin with the announcement that "Open Forum is not an official part of the meeting, no decisions are made during Open Forum, and no record is kept of discussions during the Open Forum; Neighborhood Representatives with issues pertaining to the Association, and homeowners with issues pertaining to their WLCA assessments may submit those items for consideration during the regular meeting under Adoption of Agenda;"

A new item, Adoption of Agenda, will be included in the regular agenda;

During Adoption of Agenda, Neighborhood Representatives may submit items pertaining to the association, and homeowners may submit items pertaining to their assessments; and the board will decide whether to include each submitted item on the agenda of the current board meeting, defer the item to the agenda of the next board meeting, or explain why WLCA will not address the item;

During the meeting and at the time indicated on the adopted agenda, Neighborhood Representatives and homeowners may present their items, followed by discussion and disposition of those items, in accordance with the following protocols:

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