

Quivira Falls Community Association

QFCA Board of Directors' Meeting Guidelines

1. **OPEN** Board of Directors' meetings shall be open to all members and the place and time established or publicized in advance.
2. **ORDER** The Presiding officer shall conduct the meeting in a business-like manner, follow the agenda, maintain order, and in general follow *Roberts Rules of Order*.
3. **AGENDA** An Agenda will be prepared in advance of the meeting, if possible, under the direction of the President or Vice President if the President is unavailable, subject to late additions; sent to Board members in advance and made available to members at the meeting.
4. **DECORUM** During meetings, Members shall refrain from smoking, carrying on conversations, cursing, yelling, slapping, or creating disruptions, and shall not use cell phones or electronic devices.
5. **REMOVAL** Members can be removed for disruptive language or conduct, such as continuing to talk when ruled out of order, cursing, yelling, screaming, threatening, making offensive, slanderous or unfounded charges or criticisms or making or threatening physical conduct. Disruptive members shall leave meetings when directed by the presiding official or face possible criminal charges.
6. **MEMBER UNITS** No questions or comments about individual units will be entertained. Members with questions or concerns about individual units should contact the Association office during normal business hours or use forms at the meeting to record and report them for later response.
7. **MANAGEMENT** Following the report of the Management company, their representative(s) may answer a few questions about matters in their report.
8. **ABSTENTION** Board members shall abstain from voting on issues unique to their own unit or to a company or person with whom said member has an interest or relationship, or in any situation that might be or might give the appearance of a conflict of interest.
9. **NEW INFORMATION** Before a vote on an important issue, the Chair may, but does not have to, allow brief member input of new information or opinion.
10. **NO VOTE** Minor items may be approved together without debate in a *Consent Agenda*; however, any Director shall have the right to remove items to be handled as a separate agenda item. Minutes and minor motions may be approved by the Chair without a vote, absent objection. Seconds to motions will not be required.

11. **EXECUTIVE MEETINGS** Closed or executive sessions may be held when authorized by a majority vote of the Board if a quorum is present or by the Presiding officer for confidential matters such as litigation, legal issues, personnel issues, and property sales of purchases. No final decisions or actions may be made or taken in closed sessions.

12. **PUBLIC MEETINGS** The Board can schedule public hearings to hear members' views or present important proposals. The rules of decorum will apply.

13. **QUESTIONS** Before the business is begun, members who have given their name, address, and topic or question on a form to the secretary or presiding officer may ask questions of a general nature related to QFCA. If a short answer is known, it may be given. If a question will require a long or complex answer, an answer will be given later.

14. **COMMENTS** After questions, Members who give their name, address, and topic on a form to the Secretary or the presiding officer who wish to make suggestions or brief statements related to QFCA may do so for 2 or 3 minutes. Members may only speak on one topic and only one time unless other members who wish also to speak have been given the opportunity.

15. **NO DEBATE** Regarding paragraphs 13 and 14 above, neither Board members nor Staff will answer questions regarding or justifying past actions, respond to member comments, nor argue with Members, and vice versa.

16. **CONVERSATIONS** Individual Directors and Members are free to remain after meetings to discuss matters of mutual interest but are not required to do so. The rules of decorum will continue to apply and arguments are discouraged.
