

Wolf Creek Maintenance Corporation

Code of Conduct for Meetings

PURPOSE

The purpose of this policy is to establish rules of decorum for anyone attending any meeting of the Association.

The policy is intended to facilitate the conduct of meetings in an open and orderly manner and in an environment safe for all persons in attendance.

SCOPE OF APPLICATION

This policy applies to all persons attending Association meetings.

POLICY

The Code of Conduct is intended to promote meetings that welcome debate of Association policy issues being discussed by the Board, Management, staff or Committees in an atmosphere of fairness, courtesy, and respect for differing points of view.

1. Meeting Decorum:

- a) Persons in the audience will refrain from behavior which will disrupt the meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b) Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c) Persons in the audience will refrain from using cellular phones while the meeting is in session.
- d) Appropriate attire, including shoes and shirts, are required in all meetings.

2. Signs, Objects or Symbolic Material:

a) Objects and symbolic materials, such as signs or banners, will be allowed in the meeting with the following restrictions:

- No objects will be larger than 18 inches by 18 inches.
- No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
- The items cannot create a building maintenance problem or a fire or safety hazard.

Note: Materials to be utilized by presenters for a scheduled agenda item may exceed size restrictions.

b) Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.

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c) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. Association staff are authorized to remove items and/or individuals from the meeting if a threat exists or is perceived to exist.

3. Addressing the Board/Committee:

a) Persons wishing to address the Board/Committee on any item must complete a Request to Speak form and submit it to the Secretary or Chair prior to the close of the Open Forum portion of the meeting. The Chair will announce names in the order the forms were received, who will then be allowed to speak at the meeting.

b) If you are able, please stand and make your comments clearly. If you are unable to do so, you may address the Board/Committee from your seat; however, please speak loudly so that the Board/Committee can hear you.

c) Provide your name and address at the beginning of your remarks for the formal record.

d) Meeting attendees are usually given three (3) minutes to speak on any agenda item and/or during an open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate.

e) Speakers' comments should be addressed to the full body. Requests to engage an individual Board, Committee or staff member in conversation will not be honored. Abusive or threatening language will not be tolerated.

f) Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that are relevant to the presentation.

f) If an individual wishes to submit written information, he or she may give it to the Secretary, Chair, or other administrative staff at the meeting.

h) Speakers and any other members of the Association will not approach the dais at any time without prior consent from the Chair of the meeting.

The Chair may order that any member who does not observe these conditions may be removed from the room and may be excluded for a period determined by the Chair.

If any disturbance in the meeting threatens the orderly conduct of business, the Chair may close the meeting, or adjourn or suspend it for a specified period to allow order to be restored. If, in these circumstances, the Chair leaves the meeting after ordering that the disturbance stop, this will have the effect of suspending the meeting. The Chair may reconvene the meeting as soon as he/she considers it appropriate to do so.

Failure to comply with this Code of Conduct which will disturb, disrupt, or impede the orderly conduct of the meeting may result in removal from the meeting, imposition of monetary fines, and/or possible arrest.

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Board or Committee Member Conduct

(The following section applies to Board Members in a Board Meeting and Committee Members in a Committee Meeting)

The President or Chair will chair the meetings of the Board, and members of the Board or Committee will speak only when recognized by the Chair. Members will speak from their seats, and do not need to stand.

The Chair may limit the time available for a particular issue, or for each member as part of a meeting. The Chair may also order a member to stop speaking if they have exceeded their allotted time, or in the view of the Chair, are departing from the subject or repeating themselves.

A speaker may not be interrupted except by the Chair. However, a speaker may agree to allow another member to intervene. Members wishing to intervene may do so by raising their hand. Any member intervening still requires to be invited to speak by the Chair.

Members will address each other by name or by title.

Members must conduct themselves in a courteous, orderly, and respectful manner and must respect the authority of the Chair at all times. In particular, they must not behave in a manner which would disrupt the meeting.

In accordance with the expected standards of behavior, during meetings members should not read non-meeting related materials, make phone calls, text, smoke, eat, or drink (except for water or drinks provided).

A member may not in the non-executive session make reference to any matter in which legal proceedings are active unless special permission has been received from the Chair. If a member raises an issue which, in the view of the Chair, is, or may be a legal issue, they may order the member to stop.

The member must abide by the Chair's ruling at that meeting. However, the member might wish to consider approaching the Chair for a discussion on the matter prior to the next meeting if he or she has not already done so.