

EAGLE POINTE PARK SUBDIVISION

ROBERT’S RULES OF ORDER

February 2017

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# Objective

To have productive, respectful and polite meetings.

# Quorum

A quorum is a legal meeting. As per the bylaws a meeting should not start unless the requirements of a quorum are met. Please refer to the current bylaws for quorum requirements based on meeting type.

# Agenda

A motion must be made to start the meeting and voted on to accept the agenda. To change the order of agenda there must be a vote taken and it must be a majority of two thirds of the attendees in favor of the change.

## General Meeting

Call to order

Roll call (establish quorum)

Appointment of recording secretary

Acceptance of agenda (proof of notice)

Approval of minutes

Announcements

Treasurer’s report

Vice President’s report

Secretary’s report

Committee reports

President’s comments

Old business

New business (and public comment)

Adjournment

## Special Meeting

Call to order

Roll call (establish quorum)

Appointment of recording secretary

Acceptance of agenda (proof of notice)

[One or more special meeting agenda items]

Adjournment

# General Etiquette

## Obtaining the floor to speak

1. An owner or proxy who wishes to speak at a meeting and is entitled to speak shall raise their hand, only upon recognition by the president shall they have the floor (thus showing respect).
2. She or He will state their name.
3. They will have three minutes to present.
4. An owner or proxy shall not speak a second time until all the owners have been recognized and have been able to speak.
5. Please focus on the issue being discussed.
6. Only one person should raise their hand at a time - all will be heard from.
7. Arguing between members will not be tolerated.
8. All comments should be addressed to the chairperson; this keeps personal accusations and emotions out of the debate.

# Voting

Please refer to the bylaws for association voting rules and regulations. Order of voting shall be:

1. Motion
2. Second
3. Voting