

Open Forum Speaker Responsibilities & Sign-In Sheet

The Open Forum is designed to give every property owner in attendance at the meeting an opportunity to briefly speak on the issue or issues that are of particular importance to him/her. The following rules will apply during the **Open Forum only**:

1. Each property owner who desires to speak should sign the sign-in sheet prior to the start of the meeting. Individuals will speak in the order in which they sign the sheet.
2. Each property owner who signs up to speak may speak on any concerns he/she has regarding the association.
3. Each speaker will be limited to **two (2) minutes**, as timed and recorded by the parliamentarian.
4. No speaker will be allowed extra time.
5. The speaker will not be allowed to yield the floor to another person.
6. No character assassinations, foul language or other inappropriate remarks will be permitted.
7. The Board of Directors will not directly address any speaker's remarks during the forum.
8. A member expressing his/her concerns during his/her allotted time shall be extended the courtesy of silence.
9. Each speaker should use one of the microphones available in the auditorium while he/she is speaking.
10. If a member has a personal matter to be discussed, he/she should contact a board member after the meeting or a representative of the management company.

