

Laguna West Association Meeting Decorum Policy

1. Members must maintain decorum, sit quietly, and refrain from speaking until recognized by the Board of Directors or Management.
2. Members are to hold all questions until Open Forum.
3. Open Forum will not exceed 30 minutes unless the Director running the meeting decides it is necessary.
4. Once a question is asked and answered it will not be revisited.
5. Members have a limited time to speak and ask questions, which will be determined by the Director running the meeting.
6. Members must not interrupt anyone while they are speaking.
7. Members must refrain from engaging in personal oral attacks on either Board Members, fellow Association Members, the Association Manager and/or anyone else present in the room.
8. Members must at all times behave with common courtesy and civility, and refrain from the use of abusive, rude, threatening, or crude language.
9. Should a member violate any of the Meeting Decorum Rules; that member will be asked to stop the misconduct, and then asked to leave if it continues. If the offending member does not leave the Board will adjourn the meeting. Subsequently, the member will be called to a hearing to suspend meeting attendance rights.