

**Ironbridge Property Owners Association
POLICY AND PROCEDURE
CONDUCT OF MEETINGS**

Adopted January 1, 2018

The following policy and procedure has been adopted by the Executive Board (“Board”) of Ironbridge Property Owners Association (“Association”) pursuant to Colorado statutes, for the conduct of meetings.

Conduct of Meetings

A. Member Meetings.

1. All meetings of the Association are open to every Member, or to any person designated by a Member in writing as the Member's representative, and Members or designated representatives so desiring shall be permitted to attend, listen, and speak at an appropriate time during the deliberations and proceedings.
2. Meetings of the Members/Owners (“Members”) shall be held at such times and locations as may be provided for in the Association’s Declaration, Bylaws, Articles of Incorporation, Rules and Regulations (“Governing Documents”) or by applicable Colorado statutes, but at least once annually.
3. Notice of Members meetings shall be distributed as may be provided in the Association’s Governing Documents or by applicable Colorado statutes. The Notice to Members may be distributed via regular mail or posting on the Association’s website.
4. The Association’s Board shall determine the agenda for the meetings, subject to any requirements in the Association’s Governing Documents, and distribute such agendas with notices of the meetings.
5. The President of the Association’s Board or such other person as may be designated by the President, shall preside over all meetings.
6. Items of business and/or discussion must be presented by motion and such motion seconded, prior to discussion.
7. Any person not in compliance with these rules of conduct, may be ejected from the meeting:
 - a. No one may speak until called upon by the Chairperson to do so;
 - b. Only one person may speak at a time;
 - c. Personal attacks or abusive language will not be tolerated; and
 - d. Only the individual presiding over the meeting may interrupt a speaker and only for the purposes of limiting the time of the discussion or due to personal attacks or abusive language.

8. Voting by Members to fill positions on the Board or any other matter put before the assembly for a vote may be by any means acceptable to the assembly or by secret ballot if requested.
9. If requested by twenty percent of owners present at the meeting in person or represented by proxy, secret ballot must be used for vote on which owners are entitled to vote, including uncontested Board elections.
10. The Board may suspend the voting rights of any Members not in good standing in accordance with Section 4.14 of the Bylaws. For the purposes of this policy, "good standing" shall mean all of the following: (i) ownership of a Unit; (ii) no outstanding amounts due to the Association; and (iii) no outstanding violation of any provision of the Governing Documents.

B. Executive Board Meetings.

1. Meetings of the Board shall be held at such times and locations as may be provided in the Governing Documents or by applicable Colorado statutes.
2. Notice of Board Meetings shall be distributed as may be provided in the Governing Documents or by applicable Colorado statutes.
3. The Board members or Managing Agent may create agendas for Board meetings, but are not required to do so. To the extent that an agenda is created for a Board meeting, it shall be provided to owners requesting a copy of same.
4. Notwithstanding paragraph 3 above, Board Meetings shall include a "Homeowners Forum" conducted as follows:
 - a. There will be sign in list at the front table for persons to enter their names if they wish to speak at this meeting;
 - b. Only those present who have entered their names on the list of speakers shall speak;
 - c. Speakers will be called upon to speak in the same order in which they entered their names;
 - d. No one may speak until called upon by the Chairperson to do so;
 - e. Only one person may speak at a time;
 - f. Each person shall have three (3) minutes to speak;
 - g. Personal attacks or abusive language will not be tolerated; and
 - h. Only the Chairperson may interrupt a speaker and only for purposes of limited the time of the discussion or due to personal attacks or abusive language.
5. The President of the Board or such other person as may be designated by the President shall preside over Board meetings.
6. For each matter upon which the Board anticipates taking action, a motion must be made stating the proposed action followed by discussion. Unit owners who are not Board members may not participate in such discussion unless requested by a majority vote of the Board to do so.
7. At the conclusion of discussion, but prior to vote on the motion by the Board members, any owner may request to be heard on the matter discussed. In order to maintain a timely meeting and discussion a time limit of three minutes will be given to each speaker.

8. Board meetings shall be open to attendance by all members of the Association or their representatives.

C. *Executive Session of Board.* Notwithstanding the foregoing, the Board or a committee thereof may hold an executive or closed door session and may restrict attendance to Board Members and other persons specified by the Board; provided that any such executive or closed door session may only be held in accordance with the provisions and requirements of CCIOA, as amended from time to time, or other applicable law. Matters for discussion by an executive or closed session are limited to:

1. Matters pertaining to employees of the association or the managing agent's contract or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the association;
2. Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client;
3. Investigative proceedings concerning possible or actual criminal misconduct;
4. Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure;
5. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy;
6. Review of or discussion relating to any written or oral communication from legal counsel.

Prior to the time the members of the Board convene in executive session, the President or acting chair shall announce the general matter of discussion as enumerated in paragraphs (1) to (6) above. No rule or regulation of the Board shall be adopted during an executive session.

D. *Recording of Meetings.* Note taking is permitted, however, video or audio recording of all or any portion of any meeting by Members is prohibited.

SECRETARY'S CERTIFICATION: The undersigned, being the Secretary of the Ironbridge Property Owners Association, a Colorado non-profit corporation, certifies that the foregoing policy and procedure was adopted by the Executive Board of the Association on JANUARY 1, 2018, and in witness thereof, the undersigned has subscribed his/her name.

By: Matt Verheij
Print Name: MATT VERHEIJ
Title: Secretary