

# BAY HARBOR CHANNEL OWNERS ASSOCIATION, INC.

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## BOARD MEETING CONDUCT

We welcome homeowners as observers of the Board of Directors meetings. During the discussion and votes about agenda items, only the Board members may speak. Please remain silent so that we are able to hear one another, and conduct Association business.

We invite your comments about the Board's agenda items, or other related topics, during our Open Forum, following the Open Forum Guidelines below.

Ideas for improving, or concerns about, Board policy are acceptable. Please report maintenance items to the Board outside of meetings, preferably by email.

Remember, the Board may not be able to respond to your Open Forum remarks without research. Board deliberation or votes on non-agenda items cannot occur on the spot. The Board will consider these for a future agenda.

Please consider submitting your topic in writing, or by email, to the Board President, for possible inclusion on a future agenda.

Thank you for your interest in our shared community!

### **Open Forum Guidelines:**

*Remember, the Open Forum time is a privilege, rather than a right.*

1. Raise your hand to be recognized by the Chair.
2. Please use the microphone, in order that all members may hear what you say.
3. State your name and address.
4. Express your topic in clear and concise terms.
5. Convey only one topic each time you are recognized to speak.
6. Limit your remarks to three minutes, or less.
7. Do not interrupt others while they are speaking.
8. Be civil and respectful . . . name calling, personal attacks, or use of foul language, will not be tolerated.