

Riverwalk at Edwards
Property Owners Association
Board of Directors
Meeting Protocol

The Association and Board Meetings are conducted according the parliamentary procedures (section 3) set forth in our Bylaws. The Board uses Roberts Rules of Order as a source for maintaining order in our meetings. We have the following ground rules that we need to state to owners/tenants prior to starting the meeting:

- Only topics on the agenda may be addressed
- Meetings are 2 hours in duration, or as scheduled by the Board.
- One person speaks at a time.
- The Chair decides who that person will be.
- 3-5 minute time limit per person.
- The speaker may speak only on the issue being considered.
- Those wishing to speak will be given an opportunity.
- Decisions require a motion, a second and a vote.
- Only the board of directors has a right to vote during regular meetings.
- If time remains in the 2 hour meeting time period and all other items have been addressed, items not on the agenda may be discussed at the end of the meeting under miscellaneous.