



RULES FOR RUNNING A BOARD OF DIRECTORS MEETING

By Associated Property Management

Chapter 720 defines a Board of Directors Meeting whenever there is a quorum of the Board to conduct Association business. All Board of Directors Meetings must be open to all members of the Association. The only time that the members would not be allowed to attend and participate in a Board of Directors Meeting would be at a meeting of the Board and the Association's attorney. In order to exclude any members from attending the meeting, the statute goes on to explain that the meeting would have to be about any proposed or pending litigation. Also, the discussions in the meeting would have to be governed by the attorney-client-privilege. In other words, if there were to be a meeting that the attorney would attend to discuss proposed amendments or rules enforcement with the Board, the members would be able to attend this meeting.

The Association may adopt reasonable written rules which would govern the right of members to speak and participate at these meetings. These rules may expand the members' frequency, duration and manner of any member statements. Meetings of committees also follow these rules. There is also one other time when the members may be excluded from attending a meeting and that would be when the Board of Directors or Committee was meeting with the attorney and they were discussing personnel matters.

Notices of all meetings must be posted in a conspicuous place in the community at least 48 hours in advance of the meeting. The statute also allows mailing this notice and/or delivery to each member at least 7 days in advance of the meeting. The statute allows for alternative means of notice through newsletters, having a provision of regularly scheduled Board meetings and broadcast of the notice through a closed-circuit cable television system serving the Association. There are more rules regarding the transmission through the television system. We will not go into detail in this article regarding these additional rules.

Board meetings where an assessment or a special assessment is to be considered must be posted or noticed in the same manner as above, not less than 14 days before the meeting. The notice must state that an assessment will be considered and it must also state the nature of the assessment.

Directors may not vote by proxy or by secret ballot at Board of Directors Meetings, except when they are voting on the election of officers. The same holds true for any meetings of any committees.

In addition to the above, if 20% of the total voting interests of the Association petitions the Board to address an item of business, the Board must take up this petitioned item at its next Board meeting and be placed on the Agenda. The Board may hold a special meeting to discuss the petition item. In any case, this item must be discussed at either type of meeting at least 60 days after being presented with the petition. The Board must give at least 14 days notice of the meeting. Each member who attends this meeting shall have the right to speak for at least 3 minutes on any petitioned item. The member may be required to sign a sign-up sheet, if provided, or submit a written request to speak at the meeting. The Board is not obligated to take any action on the petitioned item.

A word about Minutes. All meetings of the members of the Association and of the Board of Directors must be maintained in written form or in any other form that can be converted into written form within a reasonable time. All votes and any abstentions for each Board member must be recorded in the Minutes.

These rules are a minimum requirement, as your documents may have more stringent rules to follow. Let these rules be a guide for your community Association to follow. If you conduct Board of Directors and committee meetings in this manner, your owners will be encouraged to participate and become active in your community.

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