

# Special Rules for Homeowner Forums

Last Updated: 2024-04-03

Homeowner Forums are an opportunity for homeowners to speak on an agenda item before action may be taken by the board. Agendas for upcoming Board of Directors meetings are made available at least seven (7) days prior to a scheduled meeting. Homeowners may not make motions or participate in Board of Directors meetings following the homeowner forum; homeowners are an audience to board meetings, not participants.

- Decorum and formality must be observed at all times.
- Homeowners should reach out to the board's email ([braelochboardhoa@gmail.com](mailto:braelochboardhoa@gmail.com)) prior to the next Board Meeting to express an interest in speaking on an item on the upcoming agenda.
  - Include a brief summary of the topic you wish to speak on.
  - Priority will be given to homeowners who reach out prior to the next Board Meeting, and in the order the requests were received.
  - If there is time remaining after the scheduled homeowners have spoken the Board will accept comments from the floor from anyone who has not yet spoken.
- Homeowners will be given up to 2-5 minutes to speak uninterrupted by the Board (unless a Special Rule has been violated), up to 20 minutes total for all homeowners.
- Homeowners may speak once on a single topic which must be germane to an item on the agenda.
- If a homeowner requires more than five minutes, they may be requested to submit their comments in writing.
- Confidential, sensitive issues, and/or complaints should be addressed privately. Please reach out to your Community Manager or contact the board via the board's email ([braelochboardhoa@gmail.com](mailto:braelochboardhoa@gmail.com)).
- Homeowners' comments will not be recorded in the minutes as guest speaker comments are not Board Actions.
- Disruptive homeowners may be removed from the meeting and/or not be permitted to speak at future meetings at the discretion of the Board.