

Walden Lake Community Association
Policy Statement for Open Forum and Board Meeting Conduct
Policy # 2013-4
Revised May 21, 2019

The Walden Lake Community Association Board of Directors (WLCA) welcomes member/owner attendance at open Board meetings to observe business matters that take place involving the Association. We value the insights and input from all members/owners and ask that you respectfully adhere to the following Policy adopted by the Board of Directors.

The Board of WLCA is a policy governance board. This means that we establish policies to guide our decision making ability in order to be accountable to our members/owners and to maintain the beauty and safety of the Walden Lake community.

Members Code of Conduct (Code) shall apply to all members of the Walden Lake Community, Inc., ("Association") and any member representatives in their attendance at Association meetings and communications with members of the Board of Directors ("Board"), committee members, other members of the Association, the Community Association Manager (CAM), and management company personnel. This Code shall apply to anyone who attends a meeting and all communications whether written or verbal and delivered by mail, electronic means, facsimile, telephone, in person, or otherwise are considered communications for the purpose of this Code. All communications should be delivered ONLY to the official corporate addresses of the Association, mailing address: 3035 Griffin Blvd, Plant City, FL 33566; telephone number (813) 754-8999; or email address of manager@waldenlake.org.

This Code establishes a code of conduct, standards of behavior, ethical rules, and enforcement procedures. This Code is intended to maintain a high standard of ethical conduct in the performance of Association business and is essential to conduct efficient and effective Association business. The Association shall have the authority to enforce this Code using any means available under the governing documents and state laws. In order to give all members/owners an opportunity to address the Board, and in compliance with the following Florida Statutes (FS), the following statutes will be used as a guide:

(A) Per FS 720.303(2)(b) Members have the right to attend all meetings of the board. The right to attend such meetings includes the right to speak at such meetings with reference to all designated items. The association may adopt written reasonable rules expanding the right of members to speak and governing the frequency, duration, and other manner of member statements, which rules must be consistent with this paragraph and may include a sign-up sheet for members wishing to speak.

(B) Per FS 720.306(6) RIGHT TO SPEAK.—Members and parcel owners have the right to attend all membership meetings and to speak at any meeting with reference to all items opened for discussion or included on the agenda. Notwithstanding any provision to the contrary in the governing documents or any rules adopted by the board or by the membership, a member and a parcel owner have the right to speak for at least 3 minutes on any item. The association may

adopt written reasonable rules governing the frequency, duration, and other manner of member and parcel owner statements, which rules must be consistent with this subsection.

As such, the WLCA has set aside a period of time on the agenda of each regular board meeting called Open Forum. In order to speak during the Open Forum, it will be required that all prospective speakers complete a Request to Address the Board form. This will assist us in identifying the speaker, the topic of discussion and provides WLCA with a written record of the topic for follow-up communication.

Code of Conduct

Open Forum Procedure:

1. Members shall act in the best interests of the Association as a whole.
2. Members shall behave appropriately at meetings and refrain from speaking until recognized by the meeting chair. Language at meetings shall be kept professional, and those speaking at any meeting shall remain calm and controlled. Though differences of opinion are inevitable, they must be expressed in a professional and courteous manner.
3. During meetings, members will conform to the items of business set forth in the meeting agenda and shall limit remarks and discussion to agenda items and other items of business properly advanced at the meeting abiding by the time limits set by the meeting chair
4. A Member wishing to speak shall provide a written request to the Secretary (or other designated individual) prior to the meeting being called to order which states his or her name, address and agenda topic he or she wishes to address. A member wishing to speak should wait until such time as the chair asks if there are any persons present who wish to speak on an issue being addressed at the meeting. At that time, the member should stand or come forward to be recognized by the chair. The chair shall then select the order in which comments are taken and the person to speak.
 - a. The selected member should state his/her name and address in a clear voice.
 - b. The member should only direct his/her comments to the chair.
 - c. The member will only be allowed to speak for a maximum of three (3) minutes unless allowed greater time by approval of the chair or through a proper motion and vote. Time is not transferable to another member.
 - d. The member must remain calm and respectful while speaking, and upon conclusion of the allotted time, the member must return to his/her seat and remain seated.
 - e. The member may not knowingly provide false information.
 - f. The chair may direct other members to answer questions or respond to issues at the conclusion of each member's allotted time.

Notes Regarding Open Forum:

1. Interruptions during any member/owner's address to the Board shall not be allowed.
2. Maintenance-related items are to be directed to the community manager. The Open Forum is not the correct venue to report maintenance-related items.
3. Please understand that while Open Forum is the appropriate time to express community related opinions and concerns to the Board of Directors, it may not be possible for the WLCA to respond to or address all expressed opinions and concerns. However, the Board of Directors will take all expressed opinions and concerns into consideration but may not immediately act upon them unless vital to an item on the published meeting agenda.
4. Items for inclusion of future WLCA meeting agendas should be submitted in writing at least 3 weeks before the next regularly scheduled WLCA Board meeting. If you only wish to address the Board via email or other written correspondence your written input can be received up until the day before the Board meeting.
5. Civil behavior is required while in attendance at any Board meeting. Behavior such as screaming, shouting, use of profanity and threats of violence or legal action against any person or their property will not be tolerated. Should this kind of behavior occur, a police report will be filed and the offending party will be asked to leave the meeting.

Understanding Board Meeting Purpose and Function:

1. Regular board meetings for the elected Walden Lake Community Association board members are scheduled for the 3rd Monday of each month at 6:00 pm at the Walden Lake Community Association building located at 3035 Griffin Boulevard.
2. Member/owners have a vested interest in the community and are encouraged to attend all open Board meetings for the purpose of monitoring all community-related business. However, member/owners shall not participate or comment during the regularly scheduled business of the meeting.
3. Business matters (as listed on the meeting agenda) come before the Board when a motion is made and seconded. Each motion has a discussion period before a vote is taken. This discussion is to take place only between the Board members and association management.
4. When discussion has been completed on the motion, the Board then votes on the motion before them.

Recording the Meeting

Florida Statutes gives the homeowners the right to record any meeting of the Board. However, the Association has the right to adopt rules regulating the use of recording devices during meetings. The

rules below are hereby adopted by the Association. Members may tape record or videotape Board and Membership meetings, subject to the following reasonable restrictions:

- a. The only audio and video equipment and devices that members or their representatives are authorized to use at any such meeting is equipment that does not produce distracting sound or light emissions.
- b. Audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting.
- c. During a meeting, anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- d. A member desiring to utilize any audio or video equipment to tape record or videotape a meeting shall deliver written notice so that the notice is received by the Association's Secretary at least two business days before the meeting.
- e. Recording a meeting without notice to the Association in accordance with these procedures is strictly prohibited.
- f. The entire meeting must be recorded and the entire record retained.
- g. The person recording the meeting shall provide a copy of the recording to the Association within 48 hours of the meeting.
- h. Any recording of a meeting may not be shared over social media or in another public forum.

Enforcement of the Code of Conduct

Any member who does not conduct themselves in a manner that is consistent with the above Code may be censured and/or removed from the meeting.

If a member commits only a slight breach of order—such as addressing another member instead of the chair in debate, or in a single instance, failing to confine his remarks to the merits of the pending questions—the chair will bring it to the attention of the member, and advise the member to cease such conduct.

Adopted on 9/16/2019, by the Board of Directors.

Print Name: Sharon Philbin Print Name: Alicia Powell
President Vice President Secretary

Thank you for your cooperation and adherence to this Open Forum Policy.