

## Roberts Rules of Order and Application to Dove Hill HOA

It is the goal of the Dove Hill HOA to balance formality of meeting rules and regulations with respect for each member's time.

In furtherance of that balance, the Board will conduct meeting with the following guidelines:

The purpose of these guidelines is to prevent confusion, permit all meeting participants to be heard and to allow the HOA to conduct fair and efficient business.

### 1. Conduct of a Dove Hill Estates HOA Meeting

- a. The HOA President or delegate will conduct the meeting
- b. The flow of the meeting should follow:
  - i. President's Business
  - ii. First Vice President's Business
  - iii. Second Vice President's Business
  - iv. Treasurer's Business
  - v. Secretary's Business
  - vi. Sub Committee's Business
  - vii. Open Floor for Members Business
  - viii. Review any Actions/Votes
  - ix. Adjourn Meeting

### 2. Introducing Business

- a. Any HOA member may make a motion. Board members may make motions as part of their business, or members may make motions during open floor.

### 3. Typical Progress of introducing business

- a. A member addresses the group, and is recognized by the meeting chair
- b. The member states the business they would like discussed
- c. If the business warrants a new motion; the board will call for someone to make a motion
  - i. The motion should be stated as something the member wants the members or the Board to do.
- d. If someone makes a motion; the board will call for a second of the motion
- e. The meeting chair states the motion for clarity
- f. The members present may ask to speak to address in favor or opposition to the motion
  - i. The board may limit duration of debate, or call for a special session, if a motion cannot be discussed within a reasonable amount of time
- g. The chair will call for vote
- h. The chair announces the result of the vote

### 4. Meeting Decorum

- a. All remarks should be addressed to the Board
- b. Members should address only the motion in discussion; without attacking others, or perceived motives
- c. Debate will be limited to one issue at a time

- d. The Board may limit debate, call for a vote, or table any motion to ensure proper conduct, as well as the mutual respect of all members

**5. Types of Motions:**

- a. Main Motion: Take action on behalf of the membership
- b. Table Motion: Temporarily suspend debate of an issue
- c. Call for Order: Request to return to the agenda/topic at hand
- d. Refer matter to committee: To provide more study of an issue
- e. Call to Vote: If no further debate is warranted move the discussion to a vote