

POLICY FOR CONDUCTING ASSOCIATION MEETINGS

Effective May 2, 2023

1. **Introduction.** The Board of Directors (the Executive Board) of Redstone Canyon Association (RCA), a Colorado corporation (the “Association”), acting pursuant to the powers set forth in the Association’s Bylaws, Articles of Incorporation, the Declaration of Covenants, Conditions and Restrictions for RCA (a Common Interest Community), and the Colorado Common Interest Ownership Act (“CCIOA”), has enacted the following Policy effective as of the date set forth above. Unless the context otherwise indicates, capitalized words and terms used in this Policy shall have the meanings set forth in the Association Documents and, if not defined in the Association Documents, then as set forth in CCIOA. This Policy supersedes any previously adopted Policy on the same subject matter.
 2. **Policy Purpose.** The purpose of this Policy is to emphasize that meetings of the Association’s Board of Directors and its Members must be conducted in accordance with the Association Documents and applicable law. The Association Documents (in particular, its By Laws, CCIOA and the Colorado Revised Nonprofit Corporation Act (the “Nonprofit Act”) contain numerous provisions governing meetings of the Association’s Members and Directors including, without limitation, provisions regarding notices, quorums, proxies, voting and Member participation in the meetings. It is not the intent of this Policy to restate those provisions, but rather to provide overall guidance on the requirements governing the conduct of Association meetings.
 3. **Member Meetings**
 - 3.1 **Governing Documents & Laws.** Meetings of the Association’s Members shall be conducted in accordance with the requirements of the Association Documents (especially the By Laws), CCIOA and the Nonprofit Act, to the extent applicable.
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- 3.2 Parliamentary Procedure. Unless otherwise provided in the Association Documents, meetings of the Members shall be conducted in accordance with (a) Robert's Rules of Order Newly Revised, or (b) such other generally recognized of parliamentary procedure as may be adopted by resolution of the Board.
- 3.3 All Board meetings will be announced to the members via email and/or Newsletter not less than 20 days before the meeting.
- 3.4 Meetings are open to the RCA members-at-large in good standing for observation.
- 3.5 Member comments are limited to those who sign up on a "Request to be Heard" sheet before the meeting starts and will be heard after the gavel sounds and before the meeting begins its official business.
- 3.6 The "Request to be Heard" sheet is closed for additions after the gavel sounds at the beginning of the meeting.
- 3.7 Only those requesting on the "Request to be Heard" signup sheet will be heard.
- 3.8 A Board member may ask a member-at-large for comments or testimony and that person must be recognized by the Chair Person to give testimony.
- 3.9 Each request to be heard has a timed three (3) minute period to address the Board. Board members may ask questions after those 3 minutes.
- 3.10 After the Board concludes its official business, there will be a second period for members at large to address the Board. They must use a second request sheet available at the meeting and have the same three (3) minute time limit.
- 3.11 The second period "Request to be Heard" registration is closed after the sheet has been submitted to the Chair Person.

4. CERTIFICATION

The undersigned, being the duly elected Secretary of RCA (The "Association") certifies that the foregoing Policy for Handling Conflicts of Interest was approved by a vote of at least a majority of the Association's Board of Directors at a meeting of the Association's Board of Directors held on May 2, 2023

By: 

Date: 05/02 2023