

WROA RULES OF ORDER

Effective 2/16/15

ROBERTS RULES OF ORDER

The Roberts Rules of Order, modified as appropriate, shall govern the conduct of WingHaven Residents Owners' Association proceedings (By-Laws, Article 6.2).

The object of these Rules of Order is to facilitate the smooth functioning of the assembly with due regard and respect for every member's opinion. This enables the Board, in a timely and efficient way, to arrive at the majority's will on **official** business that comes before the Board.

Regular Monthly Board Meetings

These meetings shall be open to all voting members, residents and guests.

Management will sign in each attendee and ask if they wish to address the Board. Those wishing to address the Board will provide their name, village and subject. Those names will be provided to the chairman prior to the meeting being called to order. Late-comers will not be allowed to address the Board at that meeting, unless the Majority of the Board approves.

Each attendee on the list will be informed they have five minutes without interruption to address the board when called upon. The Board of Directors will be able to ask for clarification from the Attendee at the end of the five-minute period, if necessary.

Meeting Called to Order

The meeting will be called to order at 6:00 P.M.

Agenda

While a proposed agenda is sent out seven (7) days prior to the meeting for Board Members to review and provide input, the proposed agenda is approved and becomes the final agenda at the beginning of the meeting. This becomes the **official** business to be addressed by the Board, unless a motion is made and the majority of directors agree to add or delete an item to the agenda.

Decorum

All attendees at any meeting, including Directors, should avoid injecting a personal note into the meeting, avoid inflammatory and caustic rancor, refrain from attacking a member's motives, and confine remarks to the merits of the pending question. The measure, not the person, is the subject of discussion or debate. The Chair will immediately and decisively call "out of order" any breach of decorum or disorder, that in the Chair's opinion, impinges upon proper functioning of the meeting.

Motions

A motion is a formal proposal by a Board Member to take certain action and it brings official business before the Board. Prior to any motion made, board members may request a short period for discussion, informal consultation, or explanation to help clarify the motion. Once a motion is made and seconded, it is now the only official business before the Board. If no objection, the Board may move forward with “unanimous consent without debate” and the motion is carried. If not, the Board will enter into debate. Each Board member has the right to speak without being interrupted unless a Board member chooses to entertain a question.

Attendees, other than Directors, may not participate in any discussion or deliberation unless a Director requests that they be granted permission to speak. (By-Laws, Article 3.14 (a)).

Unfinished Business

Unfinished Business deferred until the next meeting will be taken up first under Unfinished Business. The Board may assign issues that require more study, research, etc., to the appropriate committee for their report to the Board at the next meeting.

Adjournment of the Meeting

The President may adjourn any meeting of the Board and reconvene in Executive Session and may exclude persons other than Directors to discuss matters of a sensitive nature, such as pending or threatened litigation, personnel matters, etc. (Bylaws - Article 3.14 (b)).

Dale Kling-President
WROA Board of Directors