

OPEN MEETING
POLICY

1. Policy Accountable Owner and Key Words: Board or Board of Directors (HOA)

a. Meeting, Agenda, Quorum, Board, Executive Session, Open Forum, Minutes

2. Policy Name: Open Meeting Policy

3. Purpose of Policy: All meetings of the Riva Chase HOA and any committees to the Board (for the purposes of this Policy, the Architectural Controls Committee (ACC) is considered to be a committee of the Board) shall be open to attendance by all members of the Riva Chase homeowners and (henceforth referred to as "members") or their designated representatives. This policy extends to Board meetings, committee meetings, the Annual meeting, and special meetings.

4. Policy details:

1. Notice of Meeting.

(A) **Posting:** (1) The Board or any committees of the Board shall endeavor to have the date, time, and location of all regular meetings published electronically, and on the HOA website. (2) All meeting notifications must be published three to five business days in advance on the HOA website. The HOA shall make efforts to post meeting dates and times at the neighborhood entrances, but residents are cautioned to visit www.rivachasehoa.com for all meeting notices and other community issues (3) Changes in published meeting date, time and location, as well as the date, time, and location of any special meetings (required in the discretion of the HOA or any of its committees), which cannot be published beforehand, shall be posted at www.rivachasehoa.com (4) The public place(s) for posting shall be announced annually to the members at the first meeting of the calendar year.

(B) **Agendas:** (1) HOA meeting agendas shall be posted no less than three business days in advance on the HOA website. (2) Copies of agendas shall be made available to all residents or their designated representatives attending meetings. Residents are again referred to the www.rivachasehoa.com page for all needed information

(C) **Electronic Posting: HOA and Annual/Special Owner Meetings:** Notification of such meetings **will** be provided electronically to owners of record who request such notice and provide a current email address.

(D) In the case of extenuating circumstances (example: illness, bereavement, natural disaster, etc.), the HOA and Committees are allowed an extension.

2. Member Participation.

(A) **HOA Meetings:** (1) At the beginning and/ or conclusion of meetings of the Board, or before a vote is taken on an issue, time will be set aside for comments and questions from members or their designated representatives (2) The HOA may determine when, during discussion on any item, member comments shall be taken. (3) The HOA may place a 5-minute restriction on persons speaking during the meeting. If more than one person desires to address an issue and there are opposing views, the HOA shall provide for a reasonable number of persons to speak on each side of the issue (4) Comments are to be offered in a

respectful and civilized manner and without personal attacks, or shouting. Comments are to be relevant to the purpose of the meeting.

(B) HOA Committee Meetings: Committee meetings are subject to the same member participation requirements as HOA meetings. The HOA board will make every effort to conduct meetings in a timely and efficient manner, knowing that time is important to all attendees.

3. **Executive Session.** The HOA or any committee of the HOA may meet in executive or closed session to discuss matters enumerated in paragraphs (A) to (E). Prior to the time the members of the HOA or committee thereof convene in executive session, the chair of the body shall announce the general matter of **discussion**.

- A. Matters pertaining to the HOA or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the HOA.
- B. Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client.
- C. Investigate proceedings concerning possible or actual criminal misconduct.
- D. Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting proceedings or matters from public disclosure.
- E. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy.

Neither the HOA nor any committee thereof may adopt any rule or regulation during an executive session. A rule or regulation may be adopted only during a regular or special meeting or after the body goes back into regular session following an Executive Session.

4. **Conducting of Meetings**

Generally, the following order of business shall apply:

- A. Call to order
- B. Proof of quorum
- C. Approval of minutes
- D. Reports of officers
- E. Reports of committees
- F. Unfinished business
- G. New business
- H. Open Forum
- I. Adjournment

All actions and/or decisions will require a motion and a second to the motion. Discussion by the Board or committee members or HOA members may occur after a motion has been made and seconded and prior to calling the question and taking a vote. Prior to the vote, a motion to amend the main motion may be made and seconded and, in that case, the motion to amend shall be voted on before the main motion. Once a vote on the main motion has been taken, there will be no further discussion regarding that topic at the meeting at which the vote occurred.

Section 4 does not apply to the ACC.

5. **Recording of Minutes:** Minutes are part of the HOA permanent records and, as such, are in the record retention schedule.
 - a. **HOA Meetings:** The Secretary of the HOA, as elected by the HOA, is authorized and directed to electronically record the meetings of the HOA which are not in executive session, distribute minutes of meetings of the HOA at which a quorum is present, and that in the absence of the Secretary at any such meeting, the President of the HOA shall designate another member of the HOA to undertake the functions of the Secretary. Upon a timely approval by the HOA, meeting minutes are posted on the HOA website.
 - b. **Committee Meetings:** The committee chair shall appoint a secretary to record (keep) notes and minutes of the meeting as it proceeds and distribute minutes to committee members and the HOA office. Upon timely committee approval, meeting minutes are shared electronically with all **committee members**.
 - c. **Executive Sessions:** The minutes of all meetings at which an executive session was held shall indicate that an executive session was held as well as the general subject matter of the executive session as enumerated in section 4, paragraphs (A) to (E).

APPROVED BY: Board of Directors

APPROVAL DATE: June 1, 2020

Review every three years