



Open Forum Guidelines

Adopted May 8, 2014

In order to assist the Board of Directors, Committee Chairpersons, Voting Members, and any other members of Association leadership organize their meeting agenda so they may accomplish Association business in a timely manner and to prevent unnecessary disruptions of Association meetings while continuing the practice of providing opportunities for Association members to address the Association leadership at any open meeting, the Prescott Lakes Community Association Board of Directors has approved the following Open Forum Guidelines.

Open Forum per State Statute

A.R.S. Section 33-1804 (a planned community statute) states that a member and their duly authorized representatives:

Shall be permitted to attend and speak at an appropriate time during the deliberations and proceedings. The board, committee chairperson or voting member may place reasonable time restrictions on those persons speaking during the meeting but shall permit a member or member's designated representative to speak once after the board has discussed a specific agenda item but before the board takes formal action on that item in addition to any other opportunities to speak.

As mentioned above, comments from the floor are intended to concern items previously approved to be on the meeting agenda. However, the Prescott Lakes Community Association Board of Directors has decided, in keeping with historical practice, to provide an open forum opportunity at the beginning, as well as during the motion approval process per State Statute requirements, at all open Association meetings.

Open Forum in Prescott Lakes Community Association Practice

Each meeting classified as an open meeting per Arizona State Statute shall have an open forum either at the beginning or end of the agenda, at the discretion of the meeting's presider.

Presider shall:

- Open the floor up for comments from meeting attendees; briefly mention the purpose of the meeting.
- Officially recognize individuals wishing to address the assembly.

During Open Forum, owners shall:

- Remember that Open Forum is intended to allow owners to bring suggested comments, ideas or potential issues to the Board, Committee, or other official body of Association

Leadership. Your suggested solutions are a welcome part of the process and consideration for Association Leadership.

- If more than one owner is in attendance desiring to address the assembly regarding the same topic, please select one spokesperson to speak to the issue.
- Keep in mind that time will be limited to three minutes per speaker. In the event that you need more than three minutes, please put your comments in writing. Include background information, causes, circumstances, desired solutions and other considerations you believe are important. The Board, Committee, or other official body of Association Leadership will make your written summary an agenda item at the next meeting.
- Remember this is a business meeting. Please address the Board, Committee, or other official body of Association Leadership in a calm and reasonable manner.

Should Arizona Revised Statute Section 33-1804 be revised, or other open meeting laws addressing this matter be amended, in some way that affects the practice laid forth in this document, the Prescott Lakes Community Association Board of Directors will amend, if necessary, this document to conform to current Arizona legislation.