

Standing Rules

for Cypressdale C.I.A. Board Meeting Decorum

- 1) Motions may be made only by Members of the Board. Motions presented require "seconds."
- 2) No person other than a Board Member may discuss any Motion on the floor unless specifically invited to do so by the chairperson of the meeting.
- 3) Official Minutes shall show only Motions which prevail (no failed Motions are recorded unless recording is directed by the Board). Number of "yeas," "nays" and abstentions for any vote will not be recorded unless a Trustee wishes to have the minutes specifically state how he/she voted.
- 4) A record (minutes) of Executive Session discussions is not required unless an action is taken, which must be recorded. Such recording can be made at the end of regular meeting minutes.
- 5) Official meeting minutes can never be changed, but can be addended.
- 6) Time will be provided for property owners to speak at each meeting as an Agenda item, captioned "Homeowner Input." After Homeowner Input is closed, discussion shall be limited to Board Members and their consultants. Any new topics to be brought forward by property owners after Homeowner Input must wait until the meeting is adjourned.
- 7) Property owners presenting informational items to the Board are restricted to three (3) minutes.
- 8) Property owners requiring Board decisions are restricted to a presentation not exceeding five (5) minutes. It is the Board's standard practice to take such presentation/request under advisement, rendering no decision at that meeting. Exceptions may be made for decisions deemed by the chairperson as emergency in nature.