

**Overland Cove (OC)
Homeowners Association (HOA)
Open Regular Board Meeting
Policy and Operating Procedures (POP)
July 6, 2018**

1. **Purpose:** To establish the POP for HOA Regular Board Meetings in compliance with HOA BY-Laws, Article III.3.14 Open Meeting and Article III.3.7 Regular Meetings.
2. **Scope:** This POP applies to regular HOA Board Meetings.
3. **Procedures:**
 1. Regular Board Meeting will be convened every 2nd Monday of the month.
 2. Meetings will be held at the Clubhouse.
 1. According to the Huntsville Fire codes the Overland Cove Clubhouse occupancy is limited to a total of 35. With five (5) Board Members this means that Association Member attendance will be limited to thirty (30) on a first come first serve basis.
 3. In the event a monthly Board meeting is canceled Association Members will be notified.
 4. All Regular Board meetings will be open to Association Members.
 5. Association Members are allowed to speak at certain points in the agenda specifically to issues pertaining to Unfinished or Planned New Business items.
 1. There are two (2) procedures for an Association Member to speak to a business item on the agenda.
 1. First, Prior-to-Meeting (preferred procedure)
 1. Prior to the meeting a Board Member can ask an Association Member to speak to any business item on the Unfinished or Planned New Business agenda.
 1. The Board Member must provide the name of the Association Member to the President seven (7) days before the meeting to be placed on the agenda.
 2. Prior to the meeting any Association Member can ask a Board member to place a business item on the Planned New Business agenda and be allowed to speak to it during the discussion.
 1. The business item must be in the form of a motion, i.e. "I move that the HOA Board do...". For example, "I move that the HOA

Board investigate the possibility of adding a security fence behind the RV park.”

2. At the meeting the Board Member will offer the motion and it will require a second by another Board Member to go to discussion.
 3. The Board Member must provide the motion in written form to the President seven (7) days prior to the meeting as well as the name of the Association Member offering the motion to be placed on the Agenda.
2. Second, During the Meeting
 1. Under Unfinished Business or Planned New Business, when a motion by a Board Members is before the Board for consideration (offered and seconded), that Board Member can ask that an Association Member be allowed to speak to the motion.
 2. Association Members will be limited to three (3) minutes to speak to a specific Business item and any comments must be germane to the topic.
 6. Association Members cannot offer motions.
 7. The Board at any time can adjourn the meeting and go into executive session without Association Members present.