

ASSOCIATION POLICY FOR OWNER PARTICIPATION AT BOARD MEETINGS ADOPTED JULY 22, 2008

In accordance with section 718.112(2)(c) of the Florida Statutes, "Any unit owner may tape record or videotape meetings of the board of administration.¹ The right to attend such meetings includes the right to speak at such meetings with reference to all designated agenda items. The association may adopt reasonable rules governing the frequency, duration, and manner of unit owner statements."

The following are rules adopted by the Board of Directors governing the use of recording equipment and the frequency, duration, and manner of unit owner participation at board meetings:

A. Recording Equipment

1. All recording equipment used shall be battery operated; however, cord and plug connected electrical equipment may be used provided that no more than one electrical receptacle will be used for all the equipment.
2. Extension cords shall not be used in any area where pedestrian traffic occurs unless securely taped to the floor to prevent a hazard to anyone. Extension cords shall not be run over room furnishings and shall be located out of the way of pedestrian traffic to the greatest extent possible.
3. All recording equipment shall be silent so as not to distract participants of the meeting.
4. No audible playback shall be allowed during the meeting.
5. All video equipment shall be stationary and placed so as not to distract the participants of the meeting.
6. No lighting for video equipment shall be allowed other than lighting to illuminate the meeting room.
7. Any owner who will be using recording equipment at any meeting shall send written notice to the board no later than 48 hours before the meeting at which the equipment will be used.

B. Owner Participation

1. The right to attend and speak extends only to unit owners. The right extends to those holding a power of attorney to speak on behalf of the unit owner.
2. The owner participation portion of the meeting shall be held at the beginning of the meeting or at other times deemed appropriate by the chairperson.
3. Prior to the start of the meeting, owners desiring to speak shall place their name and the topic on which they wish to speak on a list provided by the Association.

4. Owners shall be allowed to speak once on any item listed on the published agenda or any item that the Board president determines is appropriate for consideration. Owners may speak on an item that is not on the listed published agenda; however, any item the Board president determines is not appropriate for consideration will not be discussed by the Board at that time.²
5. No owner shall speak at any meeting unless recognized by the chairperson. Such recognition may be obtained by raising a hand or addressing the chair for permission to speak.
6. Owner statements may be limited to one three-minute period per topic and shall be preceded by the owner identifying himself/herself by name and unit number with sufficient pause for the secretary to so note in the minutes. The three-minute period shall not be cumulative or transferable.
7. The chairperson has the right to restrict any redundancy during the owner participation portion of the meeting.
8. Speakers shall refrain from statements or conduct reasonably likely to disrupt or delay the orderly transaction of business. Such conduct may result in the speaker's expulsion from the meeting.
9. Speakers shall refrain from obscenity, vulgarity, or any breach of respect. Improper or disrespectful conduct shall result in the immediate expiration of the speaker's allotted time and may result in the speaker's expulsion from the meeting.

¹ Florida Administrative Code 61B-23.002(10)

(10) Any unit owner may tape record or videotape meetings of the board of administration, committee meetings, or unit owner meetings, subject to the following restrictions:

(a) The only audio and video equipment and devices which unit owners are authorized to utilize at any such meeting is equipment which does not produce distracting sound or light emissions.

(b) If adopted in advance by the board or unit owners as a written rule, audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting.

(c) If adopted in advance by the board or unit owners as a written rule, anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.

(d) If adopted in advance by the board or unit owners as a written rule, advance notice shall be given to the board by any unit owner desiring to utilize any audio or video equipment.

(e) Unit owners are entitled to tape record or videotape board meetings and committee meetings occurring on or after April 1, 1992.

² The published agenda for board meetings is set by the Board president and is posted at the front of the Association office at least 48 hours prior to the meeting. Owners may request that an item be placed on the agenda by sending the request in writing to the Association. Submitting such a request does not guarantee that the item will be placed on the agenda. However, if 20 percent of the voting interests (183) petition the Board to address an item of business, the Board shall at its next regular board meeting or at a special meeting of the Board, but not later than 60 days after the receipt of the petition, place the item on the agenda.