

# MEETING RULES

Members of the LCCPOA have the right to attend board meetings.

Any member may request an item to be added to a board meeting agenda. For an item to be considered, a written request must be made to the management company at least five business days prior to the next scheduled board meeting. The timely submission of a request does not guarantee its inclusion on the agenda.

Prior to the start of the board meeting, all attending members must sign in, list their property address, and state the listed agenda subject on which they wish to speak.

A member may speak for a maximum of 3 minutes on the item identified at sign-in.

One must speak in a considerate, well-mannered tone showing respect to all those present.

The presiding officer will conduct the flow of communication commensurate with the dignity of all concerned. Meetings are conducted under Robert's Rules of Order.

For more information on Florida Laws regarding board meetings, go to [www.leg.state.fl.us/Statutes](http://www.leg.state.fl.us/Statutes) 720.303