



Tamarind Gulf and Bay Condominium Association

Meeting Decorum Policy (approved 7/14/2020)

Per Tamarind Gulf and Bay Association Bylaws, Article 7, Paragraph 7.1 states:

“Roberts’ Rules of Order (latest edition) shall govern the conduct of Association meetings, when not in conflict with the Declaration of Condominium, Articles of Incorporation or these Bylaws”

The following meeting guidelines are provided to set clear expectations, conform to the policies and principles of Robert’s Rules of Order and provide Association members an opportunity to express their concerns and opinions.

- This Policy is intended to maintain a high standard of professional and ethical conduct in the performance of Association business and is essential to conduct efficient and effective Association business.
- The Association shall have the authority to enforce this Policy using any means available under the governing documents and state laws.

Code of Conduct

- 1) Members shall behave appropriately at any and all meetings and refrain from speaking until recognized by the meeting chair. Language at meetings shall be kept professional, and those speaking at any meeting shall remain calm and controlled. No vulgarity or cursing will be tolerated.
- 2) All communications, whether written or verbal, directed to the Association, members of the Board, committee members, other members of the Association, the Community Association Manager (CAM), and management company personnel, shall be professional, courteous, non-threatening, and respectful. No vulgarity, threatening demeanor, intimidation, or cursing will be tolerated.
- 3) Per Robert’s Rules of Order, only remarks and discussion relative to agenda items and other items of business properly advanced at the meeting will be addressed.
- 4) To provide Association members an opportunity to express their input and opinions relative to Agenda items only:
 - a) The meeting agenda will provide time immediately before each business item for Member’s discussion of that individual business item
 - b) The member should stand and state his/her name and address
 - c) The member should only direct his/her comments to the chair.
 - d) Per the Bylaws, the member will only be allowed to speak for a maximum of three (3) minutes. Time is not transferable to another member.

- e) A Board member may ask clarifying questions, which will not be included in the three (3) minute timeframe allocated to the member.
 - f) The member must remain calm and respectful while speaking, and upon conclusion of the allotted time, the member must return to his/her seat and remain seated.
- 5) Per the Bylaws, Members Discussion Time will be provided on the agenda just prior to adjournment.
- a) This time is for members to bring any item to general discussion any topic the member desires
 - b) This time will conform to the same guidelines defined above
 - c) The meeting chair is responsible for addressing each comment or question. The meeting minutes will include a summary of the concern if follow up action is required

Recording the Meeting

Florida Statutes and the Bylaws give owners the right to record any meeting of the Board. However, the Association has the right to adopt rules regulating the use of recording devices during meetings. Members may tape record or videotape Board and Membership meetings, subject to the following rules:

- 1) The only audio and video equipment and devices that members are authorized to use at any meeting is equipment that does not produce distracting sound or light emissions. A mobile phone may be used to record a meeting, provided the recording is in compliance with all the requirements set forth herein.
- 2) Audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting.
- 3) During a meeting, anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- 4) Any recording of a meeting may not be shared over social media or in another public forum. Unauthorized distribution of any meeting recording may result in legal penalties.

Enforcement of the Code of Conduct

- 1. Any member who does not conduct himself or herself in a manner that is consistent with the above Code may be censured and/or removed from the meeting and the appropriate authorities may be contacted.
- 2. Further, failure to conduct oneself in accordance with this Decorum and Code of Conduct could result in fines and subsequent legal action by the Association.
- 3. If a member commits only a slight breach of order—such as addressing another member instead of the chair in debate, or in a single instance, failing to confine his remarks to the merits of the pending questions—the chair will bring it to the attention of the member, and remind the member of the code of conduct.