

## RESPONSIBLE GOVERNANCE POLICIES

### Colorado Common Interest Ownership Act

#### CONDUCT OF MEETINGS/PARLIAMENTARY RULES

A. PARLIAMENTARY RULES. Except when specifically or impliedly waived by the chairperson of a meeting (either of the Owners or the Board), Robert's Rules of Order (latest edition) shall govern the conduct of the Association's meetings when not in conflict with applicable laws or the Association governing documents or the provisions of the Colorado Revised Nonprofit Code; provided, however, that a strict or technical reading of such rules shall not be made so as to frustrate the will of the persons properly participating in said meeting.

B. ORDER OF BUSINESS – OWNERS MEETINGS.

(i) The order of business at all meetings of the Owners shall be as follows: (a) roll call or check in procedure to determine the voting power represented at the meeting; (b) proof of notice of meeting or waiver of notice; (c) approval of minutes of the preceding meeting; (d) reports of officers; (e) reports of committees; (f) appointment of elections inspectors who shall count the votes (at annual meetings or special meetings held for election purposes); (g) election of members of the Board of Directors (at annual meetings or special meetings held for such purpose); (h) unfinished business; and (i) new business. The order of business may be changed by duly approved motion.

(ii) Written ballots must be counted by a neutral third party or by a committee of volunteers composed of Owners who are selected or appointed at an open meeting, in a fair manner, by the chair of the Board or another person presiding during that portion of the meeting. The volunteers may not be Board members, or candidates in a contested election for a Board position.

(iii) The Association shall conduct contested elections for members of the Board of Directors by secret written ballot. Uncontested elections for members of the Board of Directors and all other matters to be voted on at a meeting of the Owners may be conducted by any method determined by the Board of Directors including acclamation, by hand, by voice or by written ballot. Votes shall be held by secret written ballot upon the request of 20% of the Owners who are present at a meeting in person or by proxy.

C. BOARD MEETINGS. Board meetings shall be conducted in accordance with applicable provisions of the Colorado Revised Nonprofit Corporations Code, the Colorado Common Interest Ownership Act and the Association's governing documents. Regular and special meetings of the Board shall be open to all Owners. Owners may attend and speak at such meetings by addressing the Board during the Owner Comment Section of the agenda, or at other appropriate times determined by the Board upon specific issues under discussion but before the Board votes on the issue; provided, however, that the Board may establish reasonable limitations on the time an Owner may speak at such meeting.