

## CONDUCT OF MEETINGS POLICY

### MARSTON SLOPES HOMEOWNERS' ASSOCIATION

1. OPEN MEETINGS. All meetings of the Association, including Member, Board and committee meetings, are open to every member and any person designated by a member in writing as the Member's representative. As used in this policy, "Member" includes any Member representative or other authorized attendee at an Association meeting.
  
2. BOARD MEETINGS. At regular and special meetings of the Board, Members who are not members of the Board may not participate in any deliberation or discussion unless expressly so authorized by a vote of the majority of a quorum of the Board or as otherwise provided in this policy. The Board shall permit Members to speak before the Board takes formal action on an item under discussion, expressly including prior to the adoption of a rule or regulation, and the Board shall provide for a reasonable number of persons to speak on each side of an issue. However, the Board may place reasonable time restrictions on Member comments during any meeting.
  
3. EXECUTIVE SESSION. Notwithstanding the foregoing, the Board or a committee thereof may hold an executive or closed door session and may restrict attendance to Board members and other persons specified by the Board to discuss only one of the following:
  - a. Matters pertaining to employees of the Association or the managing agent's contract or involving the employment, promotion, discipline or dismissal of an officer, agent, or employee of the Association;
  
  - b. Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client;
  
  - c. Investigative proceedings concerning possible or actual criminal misconduct;
  
  - d. Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from disclosure;
  
  - e. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy;
  
  - f. Review of or discussion relating to any written or oral communication from legal counsel.

Prior to the time the members of the Board convene in executive session, the chairperson shall announce the general matter of discussion as enumerated in paragraphs (a) to (f) above. The board is not permitted to adopt any rule or regulation during an executive session. The minutes of all meetings at which an executive session was held shall indicate that an executive session was held and the general subject matter of the executive session.

4. ATTORNEY/CLIENT PRIVILEGED COMMUNICATIONS. Upon the final resolution of any matter for which the board received legal advice or that concerned pending or contemplated litigation, the Board may elect to preserve the attorney-client privilege in any appropriate manner, or it may elect to disclose such information that it deems appropriate, in an open meeting.

