

Conduct of Meetings

As property owners in Arrowhead, you are welcome to attend all meetings of the AIA Board of Directors except Executive Sessions. We encourage your attendance and participation. In order for the meetings to progress smoothly through the agenda items, here are some courtesies that we ask you to observe:

1. All meetings will start promptly at the designated time. If you arrive after the meeting has started, please enter quietly and find a seat.
2. Please mute cell phones and keep disruptive noises such as chatter and so forth to a minimum.
3. While the Board is conducting business, please do not interrupt the deliberations of the Board.
4. Prior to the Board taking formal action on an issue (after a motion is made and seconded), a reasonable number of Owners will be allowed to speak for and against an issue.
5. The "Call for Owner Comments" agenda item is a time when owners may voice their concerns, ask questions and discuss items of interest. If you plan to speak, please complete a form (provided at the meeting) stating your name and Arrowhead address along with the topic you wish to address. Give this to the board secretary before the allotted time.
6. If you do not complete a form indicating your desire to speak and if time permits, you may still be allowed to voice your comments or questions after those owners who did complete a form have spoken.
7. Any point needs to be made only once. It is not necessary that points be repeated by several individuals to have impact. If a prior owner has made your point, it is sufficient to inform the Board of your agreement with the prior testimony.
8. Because Board agendas are usually pretty full, your comments must be no more than 3-5 minutes in length.
9. All questions and comments should be made directly to the Board, unless you are advised by the Presiding Officer that you may ask questions of a guest speaker or other presenter.
10. Limit yourself to one topic or question. If time permits, you will have the opportunity to speak again after others have been allowed to speak.
11. Please be respectful of others' opinions and do not interrupt someone who is speaking.
12. Comments regarding a particular issue which could cause embarrassment or be hurtful to another person should be discussed with the Board President before the meeting. In this manner, it can be determined if your comments may be better resolved at an Executive Session.
13. If you want to bring a matter to the Board that will take longer than the time allotted for "Owner Comments," please notify the Board President ahead of time as to the nature of your presentation and the approximate time you may need. If at all possible, your request will be permitted, but it may need to be deferred to a later board meeting.
14. Whenever possible, prepare a written copy of your concerns or questions, and give it to the board Secretary either before or after you address the board.
15. Personal attacks, use of profanity or any behavior that disrupts a meeting or creates an adversarial confrontation is not permitted and will be grounds for immediate dismissal from the meeting room.