



The Ranch at Prescott HOA

Guidelines for Unit Member Speakers Adopted by the Governing Council April 27, 2006 (Additional Use Restrictions and Rules)

Welcome to this meeting of the Ranch HOA Council! Arizona law requires that meetings of the council be held in public. This does not mean that the council's meetings are public meetings in the sense of an open forum, but rather that they are meetings where the business of the council is conducted with attendance of unit members being permitted.

Because we believe you share our concern for the Ranch at Prescott, we appreciate and welcome your participation. In order to do our job thoughtfully and efficiently, and still provide for your participation, we request your cooperation in observing the following.

GUIDELINES FOR UNIT MEMBER SPEAKERS AT RANCH COUNCIL MEETINGS

MEETING TYPES:

The homeowner's association has three types of meetings:

1. **GENERAL MEMBERSHIP MEETINGS** (held once annually) are the only type of meeting where a unit member can move an action from the floor.
2. **SUBCOMMITTEE MEETINGS** (Governmental Liaison Committee, Architectural Review Committee, etc.) are only open to members of the committee.
3. **RANCH COUNCIL MEETINGS** are public meetings, open to observation by and input from unit members. Only council members can make motions, second motions, or vote actions of the home owners association. No action will be taken by the council on any item not on the printed agenda.

AGENDAS

Agendas are published on the Ranch web site, unit representative e-mails, and the Tennis Court announcement board. All council agendas will include an item called Communications for unit members to address the council concerning items not shown on the present agenda.

TO ADDRESS AN ITEM NOT ON THE AGENDA: Unit members are afforded an opportunity to speak during the Communications portion of the meeting. Before making a comment, it is required that a unit member:

1. Stand and be recognized by the council chairman before speaking.
2. State his/her name, unit of residence, and address in the Ranch.
3. Direct all questions and comments through the board president when addressing the council.

TO ADDRESS AN ITEM ON THE AGENDA: Unit members may address an agenda item when it is being discussed by the council if that unit member:

1. Stands and is recognized by the council chairman before speaking.
2. States his/her name, unit of residence, and address in the Ranch.

TO PLACE AN ITEM ON THE AGENDA: Any unit member may request the placement of a matter on the agenda by submitting a written request to a Council member. The request should include the name, address, and telephone number of the person making the request, a statement of action being requested of the Council, and pertinent background information leading to the request. (To assure timely consideration, it is recommended that the request be received at least ten days prior to the Council meeting.)

TIME LIMIT FOR SPEAKERS

Speakers are asked to limit their remarks to 2-3 minutes unless the time limit is waived by a majority of council members present.