

**WESTVIEW ESTATES HOMEOWNERS' ASSOCIATION
EXECUTIVE BOARD RESOLUTION No. B-3**

Conduct of Meetings

WHEREAS, the Bylaws of the Westview Estates Homeowners' Association ("Association") require various meetings by the full membership and of the Association's Executive Board and its committees; and,

WHEREAS, no procedure has been identified to govern the conduct of such meetings, while the Executive Board deems it necessary for the orderly and effective conduct of such meetings in order to achieve the goals of the Association; now, therefore,

BE IT RESOLVED BY THE EXECUTIVE BOARD:

Annual meetings of the Association's full membership shall be open to the attendance of all interested individuals. Participation in such meetings, such as by voting or speaking, is limited to eligible voting members of the Association. However, an individual authorized in writing by an eligible voting member may speak on behalf of such member.

Meetings of the Executive Board and its committees shall be open to the attendance of all interested members of the Association, and to other individuals authorized in writing by an eligible voting member. However, those in attendance who are not members of the Executive Board or committee may not speak except with the consent of the Executive Board or committee.

In general, all meetings shall be conducted to such extent as is practicable on an informal basis. However, any dispute as to the proper conduct of a meeting shall be resolved in the manner prescribed by Robert's *Rules of Order*.

Minutes of a meeting of the Executive Board shall be posted by the Secretary on the Association's bulletin board promptly after approval by the Executive Board of such minutes, along with any corrections and additions.

Approved by the Executive Board on June 5, 2012. Reaffirmed December 2, 2014



Darlene S. Livermore, President



Jane Roberts, Secretary