

TREASURE ISLAND COUNTRY CLUB PROTOCOL FOR ANNUAL & SPECIAL MEMBER MEETINGS

In order to conduct informative and constructive member meetings that best serve the interests of the Association as a whole, the following are some general guidelines for conducting meetings that the Board expects all members to follow:

1. All members must sign in at the Registration Desk. Copies of the meeting agenda and meeting materials can be obtained at the Registration Desk.
2. The chair shall be responsible for facilitating discussion during the meeting, and may rule out of order any speaker whose questions/comments are dilatory, disruptive, or not pertinent.
3. Items of business are taken in the order outlined on the agenda. Only the chair, with the consent of the members, may rearrange the order.
4. During reports by the Board, members are asked to hold all questions until the individual reports/presentations are finished, then raise their hands and wait to be recognized by the chair.
5. Member comments and discussion shall be confined to the agenda item being discussed.
6. Any member wishing to speak must be recognized by the chair and must address comments to the chair. Upon being recognized, the member must state his or her name for the record. Under certain circumstances, the chair may allow a member to directly address another member. Only one person at a time may address the chair.
7. Each Member who wishes to speak will be given a reasonable time to speak, provided the chair may impose reasonable time limits to facilitate member participation.
8. Members must not interrupt anyone who validly has the floor, or otherwise disrupt the meeting.
9. Members may not speak for a second time until everyone who wants to speak has been given a chance to speak once and then as time allows.
10. Everybody must be treated with respect and all conversations should take place at a professional level. Members shall avoid personal attacks, slurs, profanity, intimidations and threats in their interactions.
11. Each member is responsible for his or her actions.
12. The chair may not participate in debates. However, a chair who has strong personal feelings can vacate the chair and express their opinion after informing the meeting of the desire to speak on the particular subject and by asking permission to vacate the chair. If agreed, a temporary chair is appointed.
13. Points of order (questions of procedure) may be raised by any member whether or not they have previously spoken. The chair must rule on the validity of the question raised before proceeding with the business at hand.
14. In accordance with the [Bylaws](#), in the event of dispute, the rules of procedure at the annual meeting shall be those rules contained in the most recent edition of the Roberts' Rules of Order on Parliamentary Procedure, so far as applicable and when not inconsistent with the Association's Bylaws, the Articles of Incorporation or a resolution of the Board.

Approved by the Board of Trustees December 11, 2010