

Pelican Point Golf Community Homeowner's Association, Inc. (PPHOA)

PPHOA RULES OF ORDER

PPHOA MEMBERSHIP MEETING RULES

1. A PPHOA membership meeting is open to PPHOA members, those holding proxies authorizing them to represent respective PPHOA members, and invited guests.
2. A PPHOA membership meeting is conducted by the President who is the presiding officer serving as chair. If the President is not in attendance, the Vice-President conducts the PPHOA membership meeting.
3. The chair may interrupt the proceedings at any time to ensure the PPHOA membership meeting is conducted efficiently and fairly.
4. The chair may recognize a PPHOA member to raise a question of procedure or a point of order on any matter thought to be illegal or in violation of governing documents. The presiding officer makes the ruling on the question of procedure or the point of order.
5. Motions.
 - a) The chair makes the determination when to entertain motions during the course of a PPHOA membership meeting.
 - b) Discussion by PPHOA members is held only after a motion on a particular subject matter is made and seconded.
 - c) An amendment or substitute to an original motion may be made by motion and second. An amended or substitute motion is discussed first and voted on.
 - d) If an amended or substitute motion passes, the original motion is not considered. If an amended or substitute motion does not pass, the original motion is voted on.
 - e) A motion is passed when a majority of owners present, in person or by proxy, and entitled to vote, vote "yes" by a show of hands.
6. Discussion on a Motion at a PPHOA Membership Meeting.
 - a) Unless authorized by the presiding officer, only a PPHOA member may address the chair.
 - b) A PPHOA member who wishes to speak shall raise a hand and wait to be recognized by the chair.

- c) Except for a Director, a recognized PPHOA member is allowed to speak or question only within the allotted time established by the chair at the beginning of that membership meeting. The allotted time restriction is established to allow all PPHOA members in attendance opportunity to speak and should not be designed to simply curtail discussion.
 - d) The chair may appoint someone to inform the chair when the PPHOA member's allotted time for speaking is ending. The chair will request the PPHOA member to cease speaking when the time is up.
 - e) The chair will not recognize a PPHOA member to speak again on the same motion until all other PPHOA members wishing to speak on the motion have been recognized. A PPHOA member may speak only twice on the same motion.
 - f) Discussion is limited to the merits of the motion under consideration. The chair may declare the PPHOA member speaking out of order and instruct the speaking to cease if the chair determines the PPHOA member is making unnecessary personal references or attacks. No one except the chair may interrupt a PPHOA member speaking.
7. The vote to elect a Director shall be by secret ballot except a voice vote may be taken when a position is without opposition. Voters cast one (1) vote per each vacancy and the PPHOA member(s) receiving the most votes cast for the position(s) are elected.
8. Courtesy is expected of all attendees and attendees should refrain from talking or engaging in other actions that disturb the proceedings. An unruly attendee will be asked to leave the PPHOA membership meeting. If the unruly attendee does not leave the premises voluntarily, the chair may suspend the PPHOA membership meeting until the attendee can be removed by law enforcement.

PPHOA BOARD MEETING RULES

1. A PPHOA Board meeting is open to PPHOA members. A PPHOA member wishing to address the Board must contact the PPHOA office at least one (1) day in advance of the meeting to make appropriate arrangements.
2. PPHOA members will be asked to leave a PPHOA Board meeting when Directors discuss certain private or privileged matters including, but not limited to, the following: legal issues involving attorney-client privilege; third parties; disciplinary matters; personnel matters; delinquent payments/assessments; and extreme actions, such as foreclosure.
3. A PPHOA Board meeting is conducted by the President who is the presiding officer serving as chair. If the President is not in attendance, the Vice-President conducts the PPHOA membership meeting.
4. Decisions of the Board.
 - a) Except as noted in Paragraph b of this Rule, decisions of the Board are made by an affirmative vote of a majority of those Directors present at a Board meeting provided at least eight (8) Directors are present.
 - b) Adopting the resolution to set dues and late fees by membership class requires at least eight (8) affirmative votes of the Directors.
5. A decision of the Board made pursuant to a motion is conducted as follows:
 - a) A Director may propose a motion at any time during the course of a Board meeting. Discussion is held on the motion only after it is seconded. The motion dies if there is no second.
 - b) An amendment or substitute to an original motion may be made by motion and second. An amended or substitute motion is discussed first and voted on.
 - c) If an amended or substitute motion passes, the original motion is not considered. If an amended or substitute motion does not pass, the original motion is voted on.
 - d) A Director may interject a motion to end discussion on a motion and, if seconded, voting on the motion to end discussion will be conducted by the chair immediately without further discussion.
6. Courtesy is expected of all attendees and attendees should refrain from talking or engaging in other actions that disturb the proceedings. An unruly attendee will be asked to leave the PPHOA Board meeting. If the unruly attendee does not leave the premises voluntarily, the chair may suspend the PPHOA Board meeting until the attendee can be removed by law enforcement.