

WOODFIELD COMMUNITY ASSOCIATION

OPEN FORUM

RULES OF ORDER

Time is valuable. Not only yours but also that of your neighbors and Board of Directors. In order to promote better communication and provide all interested parties an opportunity to address the assembly, the Board of Directors asks that the following rules of order are observed:

1. Only one speaker at a time will be recognized.
2. **Each speaker will stand to address the Board and audience. Each speaker will be allowed three (3) minutes to make a statement, ask questions or express concerns.**
3. Please raise your hand and wait to be recognized if you wish to speak.
4. Do not interrupt others. Show each speaker the same courtesy you would want extended to you.
5. No speaker will be allowed a second opportunity to speak until all others who wish to speak have had an opportunity to address the assembly.

The President of your Homeowner Association is the acting chairperson of tonight's meeting. Please respect his/her responsibility and authority in running the meeting.

The Open Forum period is approximately one half hour. If you were not able to address a question or concern, please write it on the reverse side of this form and submit it to the Management Company Representative. The Board of Directors will address sincere and pertinent topics under the New Business section of their agenda. You will then receive a written reply with the Board of Directors response.

Thank you for your courtesy and participation. Your support is greatly appreciated.

OPEN FORUM

NAME: _____ PHONE: _____

ADDRESS: _____

SUBJECT TO BE PRESENTED: _____

