

**POA Board of Directors Meetings are held the second Thursday of each month at 3:00 PM in the Clubhouse.**

**MEETINGS are OPEN TO ALL POA MEMBERS**

**Policy for addressing the chair during OPEN meetings of the POA Board or any committee of the Board**

**Prior to the start of the meeting**

- POA Members wishing to address the Chair must request to be on the agenda, by contacting the President, no later than two days prior to the meeting, to possibly get on the agenda.
- Attendees will be recognized in the order of their request. When recognized by the chair, the attendee may speak for a maximum of three minutes.
- Each attendee may speak only once on a given topic.
- As a common courtesy attendees must never seek recognition while someone else is speaking.
- Always address comments to the chair.
- When speaking, attendees may speak only on the merits of the topic immediately at hand, never about a person.

**During the meetings: There will be NO participation from Guests**

**At the close of the meeting**

- Attendees must raise their hands to be recognized. When recognized by the chair, the attendee may speak for a maximum of three minutes.
- Each attendee may speak only once on a given topic.
- As a common, courtesy attendees must never seek recognition while someone else is speaking.
- Always address comments to the chair.
- When speaking, attendees may speak only on the merits of the topic immediately at hand, never about a person.