

Homeowners Association Board Code of Conduct for Meetings

Introduction:

As members of the Homeowners Association (HOA) Board, we are committed to fostering an environment of respect, efficiency, and transparency during both Zoom and in-person meetings. The following code of conduct outlines the principles and guidelines that homeowners and board members are expected to adhere to:

1. Respectful Communication:

- Treat all participants with courtesy and respect, regardless of differing opinions.
- Avoid interrupting or speaking over others.
- Use professional language and tone at all times.

2. Time Management:

- Adhere to the agenda and allocated time frames for each agenda item. Time for open session topics will be set by the board when the open Q&A session begins, usually limited to 3 minutes for a member to bring their topic forward, and then the option for the board to engage in further conversation or take the topic under advisement for potential later discussion. In lieu of verbal dialogue, the board can also request topics be submitted by the Chat feature in Zoom, for the board to then respond to in order of which they were submitted for the allotted open topics session.
- Maintain efficient discussion to ensure all topics are adequately covered.

3. Zoom Meeting Etiquette:

- Mute microphones when not speaking to minimize background noise.
- All attendees must be properly identified by first and last name. No nicknames unless in parentheses with the first and last name.
- Arrive a few minutes early and test the audio/camera functions.
- Utilize the "Hand raise" feature to indicate a desire to speak during open discussions.
- Avoid distractions and maintain focus on the meeting proceedings.
- Assist in ensuring that individuals who need closed captions can activate this feature on Zoom before the board meeting begins.

4. In-Person Meeting Conduct:

- Maintain appropriate physical distancing and adhere to any relevant health guidelines, if necessary.
- Allow equal opportunities for all attendees to participate in discussion

- Encourage constructive dialogue and collaboration among board members and homeowners.

5. Homeowner Participation:

- Homeowner participation in board meetings is at the discretion of the Board.
- If the Board opens up the meeting to homeowners (via an “open-topic” session), homeowners will be limited to 3 minutes per individual to ensure efficient use of meeting time.
- Encourage homeowners to provide constructive feedback and suggestions.

6. Decision-Making Process:

- Base decisions on thorough consideration of all relevant information and input.
- Strive for consensus whenever possible, but respect the will of the majority when making decisions.
- Ensure transparency by communicating decisions and rationale to homeowners in a timely manner.

7. Confidentiality:

- Respect the confidentiality of sensitive information discussed during meetings.
- Refrain from disclosing confidential information to individuals outside of the board without proper authorization.

8. Accountability:

- Hold ourselves and fellow Board members accountable for upholding the principles outlined in this code of conduct.
- Address any violations of this code promptly and constructively.

Conclusion:

By adhering to this Code of Conduct, the HOA Board aims to create an inclusive, efficient, and productive environment for conducting meetings. Through respectful communication, effective time management, and transparent decision-making, we endeavor to serve the best interests of our community and promote a sense of unity among homeowners.