



POCONO WOODLAND LAKES
Property Owner's Association
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RESIDENT CODE OF CONDUCT

1. **Conduct of Meetings.** It is essential for the efficient and effective transaction of Association business at meetings that all those attending conduct themselves in a businesslike, ethical, and appropriate manner that serves the best interests of the Association as a whole. To that end, all attendees are expected to adhere to a code of conduct adopted by the Board and provisions of the By-Laws at all such meetings. The Association shall have the authority to enforce these rules and the code of conduct using any means available under the governing documents or law, including the removal of those violating such rules from any meetings and future meetings.

2. **Code of Conduct.** The Association conducts one annual meeting of Association members, regular meetings of the Board, and special meetings as necessary. It is necessary for the efficient and effective transaction of Association business at these meetings that all members conduct themselves in a businesslike, ethical, and appropriate manner that serves the best interests of the Association as a whole. To that end, all members are required to adhere to the following rules at all such meetings. The Association shall have the authority to enforce these rules using any means available under the Governing Documents or state law. The rules are as follows:
 - a. Attendees shall maintain decorum, sit quietly, and refrain from speaking until recognized by the meeting chair. During delivery of reports, attendees shall hold all questions until the reports are finished, then raise their hands and wait to be recognized before speaking.
 - b. Attendees shall not interrupt anyone who has the floor, or disrupt the meeting in any other way.
 - c. When speaking, attendees shall abide by time limits set by the meeting chair for comment.
 - d. Attendees shall refrain from engaging in personal oral attacks on either a Board member or Association member.
 - e. Attendees shall refrain from using names of other attendees when speaking and shall address all remarks to the meeting chair.
 - f. Attendees shall confine their comments to things germane to the agenda item being discussed.
 - g. Attendees shall not speak for a second time until everyone who wants to speak has been given a chance to speak once.
 - h. Attendees shall not speak more than twice on any one issue, subject to the discretion of the meeting chair.
 - i. Attendees shall obey all orders made by the meeting chair including an order to step down.
 - j. Attendees shall at all times behave with common courtesy and civility, and refrain from the use of abusive, rude, threatening, or crude language.