

SMRCA Board of Directors  
Policies and Procedures Manual

## **SMRCA Standard Operating Policies and Procedures**

### Meeting Procedures:

- Chair introduces members of the BOD and compliance officer
- At each meeting, the Chair shall present the following procedure to be used at all meetings (including committee meetings).
  1. Everyone will be respectful to the BOD as well as to other fellow members, without unruly behavior, interruption or raising his/her voice.
  2. A member of SMRCA must raise his/her hand to be recognized by the Chair (or acting Chair) in order to speak or ask a question on a particular topic.
  3. Once recognized, the member will stand (or sit) and give his/her name.
  4. A 3-5 minute time limit will be allotted to the recognized member.
  5. No interruptions shall be made during the member's time by anyone other than by the Chair and only for the reasons that the member is running past the time limit, changing topics, and/or inappropriate discussion or behavior, at which time the member will be told to stop and be seated.
  6. When that member is finished, the next member will be chosen to speak, etc, etc, until the Chair has decided that the discussion or issue has been sufficiently exhausted and should be tabled for another meeting, a private discussion or as otherwise deemed appropriate by the Chair.
  7. A single member may speak 2-3 times on the same topic (after being recognized), especially during a debate, even if told to sit as in # 5, except as in # 8.
  8. Anyone who is asked to sit down due to not following these guidelines three times at a single meeting (BOD, GMM, Committee, etc) may not speak again or may be asked to leave by a 2/3 vote of the members at that meeting.
  9. That member in # 8 cannot be prohibited from going to any future meetings, unless similar behavior continues, at which time the general membership votes simply that this member should not be allowed to go to that particular meeting for a certain period of time (2/3 vote required).

Approved unanimously by the general membership  
on 7/23/2013 and on September 24, 2013