

MEETING RULES OF GOOD CONDUCT

The following Meeting Rules of Conduct should be followed by all participants at our Condominium Corporation's meetings of owners:

- 1) **Welcome!** Owners are encouraged to attend and speak at owners' meetings.
- 2) **Recognition** Raise your hand or line up at the microphone (if provided) and wait to be recognized by the Chair. Please speak in turn and do not interrupt other speakers.
- 3) **Identity** Begin by clearly stating your name and unit number once the Chair has recognized you. Please speak loud and clear so all in the room can hear you.
- 4) **Relevancy** Comments should be relevant, concise and restricted to current Agenda items. If a topic of interest to you is not listed on the Agenda, please raise it for discussion during the "Other Business" portion of the Agenda.
- 5) **Be Concise** Please take the floor for no more than 2 suggestions/questions at a time, and speak no more than 3 times during the meeting, for a total maximum of 2 minutes in each case. Let others have their turn.
- 6) **Conduct** Please govern your conduct in accordance with normal standards of good behaviour, decorum and integrity. Please respect your fellow unit owners and the Chair. Please avoid defamatory statements, interruptions, shouting and disruptions. In order to persuade others to your views, avoid antagonistic confrontations and diatribes.
- 7) **Unit Issues** Unit-specific issues should be discussed on a separate occasion with the property manager, or by a letter to the board of directors, rather than wasting everyone's time with individual concerns. Focus on suggestions for the board's consideration which benefit the Corporation as a whole.
- 8) **Procedure** The Chair shall impartially maintain the fair and proper conduct of the meeting and will decide all issues pertaining to registration, quorum, notice, proxies, ballots, votes, meeting procedure, order, and timing, subject to the *Condominium Act*, the Corporation's By-laws and Rules of Order.
- 9) **Suggestions** During the "Other Business" portion of the Agenda, the board welcomes your constructive suggestions to improve the Corporation and reduce costs. Often the board will be unable to respond on the spot, but suggestions will be deliberated at a subsequent board meeting, subject to financial and legal constraints.
- 10) **Removal** The Chair shall require any disruptive owner who has been called out of order twice to leave the meeting.