

Lakes Estates Homeowners Association, Inc.  
**Board of Directors Meeting Conduct Rules**  
Sarasota, Florida

**1. Order of Business.** The meeting is conducted according to the meeting agenda and Robert's Rules of Order (Bylaws § 10). If the Board does not adopt an agenda at the start of the meeting, it will follow the proposed agenda included in the meeting notice. The Board may amend the agenda at any time during the meeting, but no policy-related decision may be taken on an agenda item that has not been duly noticed.

**2. Duties of the Chair.** The Chair runs the meeting (Bylaws § 6.2). To keep the meeting efficient, the Chair should rely on assistants, including the Secretary, a timekeeper, and a Zoom manager. The Chair must call the meeting to order at the posted time and ensure that all participants can hear and participate. A copy of the Meeting Rules must be publicly available and provided to Owners who request them.

**3. Orderly Discussion.** No one may speak without first being recognized by the Chair. Only one person may speak at a time. No one may interrupt a speaker except to raise a parliamentary question or point of order. Ordinary questions and non-pressing parliamentary inquiries should be held until after the current speaker is finished.

**4. Method of Recognition.** Observers who wish to be recognized should raise their hand or, if they are listening remotely, should use the method chosen by the Zoom manager. The Zoom manager will seek timely recognition on behalf of remote participants who wish to comment.

**5. Order of Recognition.** When multiple people seek recognition, the Chair should recognize a Director before a non-Director, and a Director who has not yet spoken on the current topic before one who has already done so. This rule applies to the Chair.

**6. Time Limits.** A Director may hold the floor for up to 3 minutes. A person delivering a report or special presentation may hold the floor for up to 9 minutes. Discussion of a report is limited to 9 minutes. The Chair will keep speakers on-topic and within pre-agreed time limits but may reasonably grant a speaker additional time to ensure full discussion. As provided in Robert's Rules, the Board may temporarily alter time limits or limit the number of speakers by two-thirds of the votes cast, a quorum being present. A Director may not give his or her speaking time to another Director.

## LAKES ESTATES HOA BOARD MEETING CONDUCT RULES

**7. Owner Comment.** An Owner may seek recognition on any duly noticed agenda item during the course of the meeting, and must be recognized if he or she has previously signed a speakers list indicating the particular agenda item or items about which he or she wishes to speak. Unless someone else volunteers, the Zoom manager will administer the speakers list. Owners are guaranteed at least 3 minutes to comment on any topic at the end of the agenda, prior to adjournment. Owners should state their name each time they speak, for the benefit of remote listeners and to facilitate post-meeting follow-up.

**8. Distractions.** Phones must be kept silent. Directors' phones are to be kept in airplane mode and may not be used to call or text during the meeting. The Chair may order a phone to be turned off and put out of sight and may quarantine a phone if problems arise.

**9. Disruptions.** Participants will not be disruptive. A disruption is any word or action that interferes with the orderly conduct of the meeting. The Board or the Chair may exclude from the meeting any non-Owner, and may expel any non-Director who is disruptive (Bylaws § 4.14). Directors will not engage in dilatory tactics.

**10. Recesses.** The Chair may at any time call a temporary recess of up to 10 minutes to ensure the meeting remains orderly, efficient, and productive.

**11. Voting.** Directors may not vote by proxy at board meetings, nor by secret ballot except to elect officers (Fla. Stat. § 720.303). Votes will be taken by voice vote or show of hands unless a different method is temporarily agreed to by all the Directors or is legally required. When a vote is divided, each Director's vote or abstention from voting will be recorded in the minutes (Fla. Stat. § 720.303). Any Director may request a roll call vote; this request is not debatable. Roll calls are conducted in alphabetical order according to surname. The proposed meeting agenda must indicate the topics on which a vote is reasonably expected.

**12. Abstentions.** A Director should not abstain from voting except to avoid a real or potential conflict of interest. No one may compel a Director to abstain or to explain an abstention. Abstentions do not affect the existence of a quorum.

**13. Majority Required for Decision.** Official acts of the Board consist of decisions and resolutions adopted by a majority of Directors present at a duly noticed meeting at which a quorum is present (Bylaws § 4.10).

LAKES ESTATES HOA BOARD MEETING CONDUCT RULES

**14. Quorum.** A quorum of the Board consists of three Directors (Bylaws § 4.10).

**15. Enforcement.** The Chair enforces these rules, but may be overruled by the Board.

**16. Temporary Suspension of a Rule.** During a meeting, the Board may temporarily suspend any of these rules that are not legally required, by a majority of the votes cast, a quorum being present. A suspension ends when the meeting ends.

**17. Amendments.** The Board may permanently amend these rules by two-thirds of the votes cast, a quorum being present.

~ ~ ~

**LAKES ESTATES HOA BOARD MEETING CONDUCT RULES**

Lakes Estates Homeowners Association, Inc.  
Sarasota, Florida  
May 18, 2026

**RESOLUTION: MEETING CONDUCT RULES**

WHEREAS, the Board of Directors of the Lakes Estates Homeowners Association, Inc., is legally required to conduct its business in public, with advance notice of the meeting agenda and guaranteed homeowner participation; and

WHEREAS, the Board has identified a need for reasonable meeting conduct rules to ensure that its meetings are orderly, efficient, and productive; and

WHEREAS, the Board must follow Robert's Rules of Order (Bylaws § 10), which provides that an assembly may adopt rules of order to govern its deliberations (Robert's § 2); and

WHEREAS, the Board has authority to adopt rules and regulations that are not in conflict with applicable laws and the Association's governing documents (Bylaws § 5, § 8); now therefore be it

**RESOLVED:** That this Board hereby adopts the foregoing Meeting Conduct Rules.