

Board of Directors – Sample Owner Participation Rules

Note: These sample Owner Participation rules are for regular and special meetings (other than executive sessions) of Hawaii condominium Boards. They are only a sample set of rules and are provided for guidance IF the 2017 legislative bill HB832 HD1SD1CD1 becomes law.¹ Boards are urged to check with their association attorney to ensure that the rules comply with applicable law.

1. *[Some Boards have an “Owners’ Concerns” section either prior to or at the beginning of their meeting. This section is not mandated by Chapter 514B nor the current edition of Robert’s Rules of Order Newly Revised (11th ed.). However, many Boards have chosen to make this time available for hearing owners’ concerns. Sample wording follows:]*

At the discretion of the Chairman or the Board, a special time of 10 minutes for Owners’ Concerns can be allocated at the start of the meeting. If this time is allocated, (a) owners who are not board members who desire to speak must be recognized by the Chairman, (b) each owner will have ___ minutes per speech or reading of written statement, and (c) each owner must state his or her name and unit number before each speech.

2. Owners will have the opportunity to participate during the Board meeting:

[at the beginning of], [at the end of], or [during any]

deliberation or discussion on any agenda item or debatable motion.

3. Participation is limited to 2 minutes per owner and no more than 2 speeches per agenda item or debatable motion. The board, by majority vote, may extend or limit this time for any agenda item or debatable motion.
4. Owners may also participate by providing a written statement in lieu of a verbal statement.
5. All participation is to be directed to the Chairman, not directly to other individuals at the meeting. Personal attacks, vulgarity, or offensive language can result in termination of additional participation at the meeting.

Note:

These rules were adopted at the _____ Board meeting.² The rules were subsequently sent to all owners on _____.

Produced by:

Steve Glanstein, Professional Registered Parliamentarian
(+1) 808-423-6766

SteveGHI@Gmail.com

June 1, 2017

¹ The web link is: http://www.capitol.hawaii.gov/measure_indiv.aspx?billtype=HB&billnumber=832&year=2017

² Rules should be adopted: (a) at the first regular Board meeting following an election of Board members by the association, or (b) at a special Board meeting. Owners must also be notified of adopted rules and any amendments.