

# Code of Conduct at Meetings

## Saddleback Homeowners Association

Saddleback Homeowner's Association conducts a variety of meetings over the year. These meetings include the formal annual meeting for all homeowners, the periodic Town Hall meetings, the regular meetings of the officers, ARC meetings, and other committee meetings.

Homeowner attendance and participation in the formal annual meeting and the periodic Town Halls is welcome and encouraged. At officer and ARC meetings, homeowners may attend but not participate. These meetings are work sessions for the officers and ARC members.

If and when contentious topics appear on agendas, civil conduct with a focus on problem-solving is the goal. During all meetings, everyone in attendance is expected to follow these rules of conduct.

Homeowners will behave with common courtesy and refrain from the use of abusive, rude, or threatening language.

Homeowners will refrain from engaging in personal attacks on anyone in the room or in the Saddleback community.

Homeowners will give their attention to the speaker and refrain from side conversations.

Homeowners will refrain from interrupting the speaker.

Homeowners will wait to be recognized by the meeting leader before speaking.

Members will confine their comments to the agenda item being discussed.

Members will allow others to speak before taking a second turn on the topic.

The Saddleback neighborhood is a small, friendly community filled with a variety of people. The code of conduct is designed to help all of us retain a friendly, cooperative spirit as we deal with neighborhood issues.