

**HADLEY FARMS COMMUNITY ASSOCIATION  
RULES OF CONDUCT FOR MEETINGS**

- I. Meetings shall be focused on action items and should not deviate from key points on the agenda.
- II. Association Members wishing to speak shall raise their hand, wait to be recognized by the Chair, then give their name and address prior to speaking.
- III. No Association Member, other than Board Members, may speak longer than two (2) minutes at a time, nor more than once until all who wish to be heard have spoken.
- IV. No Association Member, other than Board Members, may speak more than twice without permission of the assembly or presiding officer.
- V. Board Members shall be alert and attentive during meetings, including having cameras turned on during virtual meetings.
- VI. Board Members shall act in a way that is fair and unbiased.
- VII. Association Members may not make personal attacks on any other individual and must avoid using heated, emotional, and value loaded language and behavior.
- VIII. Discriminatory, derogatory, and abusive language or behavior is prohibited.
- IX. Only one discussion is permitted to take place at a time; sidebar conversations are not permitted.
- X. No Association Member may raise their voice, except the Chair to regain order
- XI. [Robert's Rules of Order](#), Newly Revised, shall govern the conduct of business, except where they conflict with the bylaws or these standing rules.
- XII. Any Association Member who does not comply with the rules of conduct will be asked to leave the meeting by the Chairperson and will only be allowed to return to future meetings if they agree to abide by the rules. The Association's Enforcement Procedures may also be implemented to enforce these rules.