

# SEVEN OAKS

## Property Owners' Association

### MEMBERS CODE OF CONDUCT

Members Code of Conduct (Code) shall apply to all members of the Seven Oaks Property Owners' Association, Inc. ("Association") and any member representatives in their attendance at Association meetings and communications with members of the Board of Directors ("Board"), committee members, other members of the Association, the Community Association Manager (CAM), and management company personnel. This Code shall apply to anyone who attends a meeting and all communications whether written or verbal and delivered by mail, electronic means, facsimile, telephone, in person, or otherwise are considered communications for the purpose of this Code. All communications should be delivered ONLY to the official corporate addresses of the Association, mailing address 9887 4th Street North, Suite 104, St. Petersburg, FL 33702; telephone number (813) 386-2568; or email address of [aherrick@sopoa.org](mailto:aherrick@sopoa.org).

This Code establishes a code of conduct, standards of behavior, ethical rules, and enforcement procedures. This Code is intended to maintain a high standard of ethical conduct in the performance of Association business and is essential to conduct efficient and effective Association business. The Association shall have the authority to enforce this Code using any means available under the governing documents and state laws.

#### Code of Conduct

1. Members shall act in the best interests of the Association as a whole.
2. Members shall behave appropriately at meetings and refrain from speaking until recognized by the meeting chair. Language at meetings shall be kept professional, and those speaking at any meeting shall remain calm and controlled. Though differences of opinion are inevitable, they must be expressed in a professional and courteous manner.
3. During meetings, members will conform to the items of business set forth in the meeting agenda and shall limit remarks and discussion to agenda items and other items of business properly advanced at the meeting abiding by the time limits set by the meeting chair.
4. A Member wishing to speak shall provide a written request to the Secretary (or other designated individual) prior to the meeting being called to order which states his or her name, address and agenda topic he or she wishes to address. A member wishing to speak should wait until such time as the chair asks if there are any persons present who wish to speak on an issue being addressed at the meeting. At that time, the member should stand or come forward to be

recognized by the chair. The chair shall then select the order in which comments are taken and the person to speak.

- a. The selected member should state his/her name and address in a clear voice.
- b. The member should only direct his/her comments to the chair.
- c. The member will only be allowed to speak for a maximum of three (3) minutes unless allowed greater time by approval of the chair or through a proper motion and vote. Time is not transferable to another member.
- d. The member must remain calm and respectful while speaking, and upon conclusion of the allotted time, the member must return to his/her seat and remain seated.
- e. The member may not knowingly provide false information.
- f. The chair may direct other members to answer questions or respond to issues at the conclusion of each member's allotted time.
- g. To the extent time permits, the chair may take miscellaneous comments from the members at the chair's discretion.

### **Recording the Meeting**

Florida Statutes gives the homeowners the right to record any meeting of the Board. However, the Association has the right to adopt rules regulating the use of recording devices during meetings. The rules below are hereby adopted by the Association. Members may tape record or videotape Board and Membership meetings, subject to the following reasonable restrictions:

- a. The only audio and video equipment and devices that members or their representatives are authorized to use at any such meeting is equipment that does not produce distracting sound or light emissions.
- b. Audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting.
- c. During a meeting, anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- d. A member desiring to utilize any audio or video equipment to tape record or videotape a meeting shall deliver written notice so that the notice is received by the Association's Secretary at least two business days before the meeting.

- e. Recording a meeting without notice to the Association in accordance with these procedures is strictly prohibited.
- f. The entire meeting must be recorded and the entire record retained.
- g. The person recording the meeting shall provide a copy of the recording to the Association within 48 hours of the meeting.
- h. Any recording of a meeting may not be shared over social media or in another public forum.

### **Enforcement of the Code of Conduct**

Any member who does not conduct themselves in a manner that is consistent with the above Code may be censured and/or removed from the meeting.

If a member commits only a slight breach of order—such as addressing another member instead of the chair in debate, or in a single instance, failing to confine his remarks to the merits of the pending questions—the chair will bring it to the attention of the member, and advise the member to cease such conduct.