



HHCA Trustee Meeting Expectations

Welcome to our Huntington Hills Civic Association Trustee Meetings! To ensure smooth proceedings and effective decision-making, we've laid out some clear expectations for both trustees and HOA members, who are homeowners within Huntington Hills. Let's work together to maintain a cordial atmosphere while understanding the distinct roles and responsibilities of each party during these meetings.

For Trustees:

- **Opening the Meeting:** The president will call the meeting to order and welcome everyone.
- **Motioning:** Trustees can make motions on various issues, proposals, or decisions. The trustees should clearly state the motion to begin discussions.
- **Speaking:** When discussing a motion, please wait for the president to recognize the trustee before speaking. Keep your comments relevant and respectful.
- **Voting:** After a motion has been discussed and another trustee has seconded the motion, the president will call for a vote. Trustees have the responsibility to vote on matters in the best interest of the community.
- **Decision-Making:** Trustee decisions are based on what is best for the community as a whole, considering the bylaws, rules, and regulations that govern the HHCA.

For HOA Members:

- **Observing:** HOA members are welcome to attend trustee meetings to stay informed and be aware of community matters.
- **Participating:** While members may not make motions or formally vote, the floor may be opened for public comments during designated times. Please wait for the president's acknowledgement before speaking.
- **Respectful Conduct:** Maintain a respectful and courteous demeanor during the meeting, even when expressing concerns or disagreements.
- **Trustee Questions:** If you have questions for the trustees, please submit them in writing before or after the meeting, or during designated Q&A sessions.
- **Role of Trustees:** Recognize that trustees are elected to make decisions on behalf of the community and carry out their duties according to the bylaws and governing documents.
- **New Business:** If a member has something new to discuss with the trustees, like an idea or project, they should send a request with a proposal and cost estimates before the next meeting so they can consider it properly.

Robert's Rules of Order:

- **Maintain Order:** Meetings will follow Robert's Rules of Order to ensure a fair and efficient decision-making process.
- **Voting Procedure:** The president will conduct votes, and a simple majority will decide most issues. Proxy voting is generally not allowed.
- **Point of Order:** Anyone may raise a "Point of Order" if they believe the rules are not being followed correctly. The president will address the concern and make a ruling.
- **Appeals:** If a member disagrees with the president's ruling, they may appeal the decision, and the group will vote on whether to uphold or reverse it.