



**Swann Keys Board of Directors Meeting
Summary of General Guidelines for Community Input Section
As of 12/7/2023**

- Swann Keys Board of Directors meetings include a Community Input Section.
- This section of the Board meeting is provided to give Members of the Association an opportunity to share their comments or ask questions of the Board.
- Only one (1) Member representing a lot/property owner may speak/present during a meeting unless the Board Chairperson grants an exception.
- When selected to speak, the Member must identify themselves and provide the address of their property.
- Each Member will be allocated three (3) minutes to present their comments.
- Please remember that our Board members volunteer their time to help the Community and deserve a high level of respect from those presenting and/or attending the meetings.
- At no time should Members be disrespectful, use loud, aggressive, or disparaging language, attack, or make personal comments during their presentation.
- The Board reserves the right to respond, delay responding, or to withhold a response to any and all comments or questions made by an Association Member during the Community Input Section.
- The Chairperson reserves the right to suspend or adjourn the meeting in the event that the meeting becomes unruly, or out of control.
- A Member who repeatedly violates decorum may be sanctioned and denied the opportunity to speak at future meetings.