

KEN-CARYL RANCH MASTER ASSOCIATION
OPEN SPACE COMMITTEE PROCEDURES REGARDING CONDUCT OF MEETINGS

The following procedures have been adopted by the Ken-Caryl Ranch Open Space Committee (Committee) and approved by the Master Association Board of Directors on September 15, 2015.

The purpose of these procedures are to establish a uniform and systematic protocol for conducting Committee meetings and to ensure equitable participation by Members while enabling the Committee to efficiently conduct its business. The Committee hereby adopts the following procedures governing the conduct of its meetings:

Committee Meetings. All Committee meetings are open to every Member of Ken-Caryl Ranch Master Association. Members are defined as any person who is a member of the Master Association as defined in Section 6.02 of the Ken-Caryl Ranch Master Declaration of Covenants, Conditions and Restrictions. Members are encouraged to attend all Open Space Committee meetings and shall be permitted to listen and speak at appropriate times during the deliberations and proceedings.

Members' Right to Speak. The Committee may place reasonable time restrictions on those persons speaking during any meeting. The Committee shall permit Members to speak before the Committee takes formal action on an item under discussion. If more than one Member wishes to speak before the Committee takes formal action on an item under discussion and there are opposing views, the Committee may designate a reasonable number of persons to speak on each side of the issue or may give all of those Members who wish to speak an opportunity to speak.

Open Forum. A Member wishing to provide information or a request to the Committee is encouraged to submit the information or request to the Open Space Manager in advance of the meeting. The agenda for Committee meetings shall include a Member Open Forum during which any Member who wishes to speak will have the opportunity to do so, subject to the remaining provisions of this policy.

Limits on Right to Speak. The Committee Chairperson has the right to determine the length of time of the Open Forum. The Chairperson of the meeting may place reasonable limitations upon the time given to each member seeking to comment, to allow sufficient time for as many members as possible to comment within the time permitted. Unless otherwise determined by the Chairperson, the time limit will be three minutes per member. Members will be allowed to speak more than once during Open Forum only at the discretion of the Committee. No member may speak a second time until all members wishing to speak have had an opportunity to speak once. Members may speak only after being recognized by the Chairperson.

Sign-Up Sheets. Sign-up sheets will be made available to Members immediately prior to the meeting. One sheet is for topics on the current meeting agenda; another sheet is for topics not on the agenda. Any Member wishing to comment at the ensuing meeting may add his/her name to the sign-up sheet. Subject to the remaining provisions of this policy, Members will be recognized for comment at the meeting in the same order as their names appear on the sign-up sheet. All

Members wishing to comment who have not placed their names on the sign-up sheet may nonetheless be permitted to speak, time permitting. The Chairperson shall, to the best of his/her ability, allocate time to each Member for comment so as to allow as many Members as possible to speak within the time permitted. If a new idea arises that is relevant to the discussion of an agenda topic, Members may raise their hand to be recognized by the Chairperson after the Committee has completed its preliminary discussion of that item. Members are asked to speak only once on a topic and not repeat what has already been stated by others. In the interest of time, Members may simply indicate support for a previously-stated position.

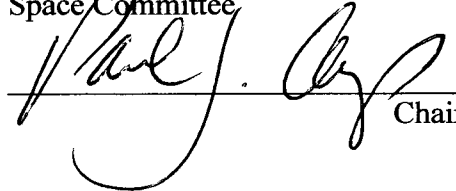
Member Conduct. No Member is entitled to speak until recognized by the Chairperson. There shall be no interruption of anyone who has been recognized by the Chairperson except by the Chairperson. Specific time limits set above for speakers and as determined by the Chairperson shall be strictly observed. Personal attacks of any kind and offensive language will not be tolerated. All comments are to be directed to the Committee and not to other individual participants. Argument amongst audience participants is not permitted. All comments are to be restricted to the item being discussed. Courteous behavior BY ALL PARTIES is mandatory.

Curtailed of Member Participation. Should the Chairperson determine that any Member has spoken for the allocated amount of time or longer, or determine that the Member is in violation of the provisions of this policy, the Chairperson shall have the authority to instruct that member to yield the floor, and that Member will be obligated to comply with the Chairperson's instruction.

Disruptive or Unruly Behavior. If a Member refuses to stop talking after his/her allotted time has ended, or otherwise disrupts the meeting, or is otherwise in violation of the provisions of this policy, the following procedure will be followed:

- 1) The Chairperson will issue an oral warning such that if the member continues to speak, disrupt the meeting, or otherwise act in violation of the provisions of this policy, either the meeting will be adjourned or law enforcement/security will be called to remove the individual.
- 2) If the member continues to speak, disrupt the meeting, or otherwise act in violation of the provisions of this policy, the Chairperson will issue a final warning. If the Member does not immediately yield, the Chairperson will adjourn the meeting to another time or to call law enforcement/security.

Ken-Cary Ranch Master Association, Open
Space Committee

 9/24/15
Chairperson