

MetroWest

METROWEST MASTER ASSOCIATION, INC. NEW BOARD MEETING STRUCTURE

In order to increase professionalism and productivity of MetroWest Master Association Board of Directors' meetings, the Board has voted unanimously to adopt a new structure following that of City Council and other Board meetings. The new structure will be implemented beginning May 1, 2012. In order for all attendees to be prepared to follow the new structure, please carefully review attached agenda and information below.

1. Board Meeting Notice/Agenda will continue to be distributed via email from Management and posted at Publix located at 2435 S. Hiawassee Road one week prior to each meeting. Interested speakers must review the agenda prior to arriving at each meeting, send an email request (via Member or representative only) to Management for reports or other information, review all documents, and send as many questions as possible to Management for answers prior to the meeting.
2. Interested speakers must either 1) sign-up in person by meeting start time of 6 p.m. or 2) email Management by 5 p.m. the day of the meeting. To sign up to speak, whether in person or by email, interested speakers must provide the following: 1) speaker's name, 2) speaker's community or business name, and 3) specific agenda item(s) he/she wishes to address. To speak on more than one agenda item, each person must clearly list each item on separate lines via email to Management or on the sign-up sheet. All interested speakers, whether they have signed up via email or in person, must sign-in on the attendance sheet in person by meeting start time of 6 p.m.
3. Management will collect the sign-up sheet at 6 p.m. and provide to Board Chair. The list will not be available for additional sign-ups after 6 p.m.
4. The meeting will commence at 6 p.m. with the following:
 - I. ESTABLISH A QUORUM
 - II. CALL TO ORDER/ PROOF OF NOTICE
 - III. SECRETARY
 - IV. ORDER
 - V. CONSENT AGENDA
5. VI. PUBLIC COMMENTS TO AGENDA ITEMS. This time allows attendees who signed up prior to meeting commencement to ask questions of or provide information to the Board on agenda items only (*see below regarding non-agenda items). The Board Chair will call on speakers in the order listed on the sign-up sheet and announce each speaker's name, community or business name, and agenda item he/she wishes to address. Each speaker will stand when speaking and may speak three (3) minutes per agenda item. The Board and/or Management will respond to speaker's questions, then the speaker will have three (3) additional minutes to make final comments.
6. Once each person on the sign-up sheet has spoken, audience commentary is complete. The Board meeting will continue, and discussion of the following agenda items will include Board only**.
 - VII. READING OF MINUTES OF PREVIOUS MEETINGS(S)
 - VIII. MANAGEMENT REPORT
 - IX. FINANCIAL REPORT
 - X. VIOLATION REPORT
 - XI. OLD BUSINESS
 - XII. NEW BUSINESS
 - XIII. ADJOURN

*Please submit all questions and/or information regarding agenda and/or non-agenda items to Management at any time throughout each month. Questions and information must be submitted in writing via email to mwma.mgr@cfl.rr.com or U.S. Mail to Julie Sanchez at 6401 Time Square Ave., A-1, Orlando, FL 32835. Management will respond to all inquiries.

**Code of Conduct: MWMA Board will implement code of conduct rules approved by MWMA Board in 2011 and Amended by MWMA Board in 2012. Any person who disrupts any meeting will be asked to leave. If he/she will not leave voluntarily, OPD will be called to escort him/her out of the meeting.