

Association of Apartment Owners of Waikiki Sunset Board/Committee Meetings
Adopted Standing and Special Board/Committee Meeting Rules for Online Meetings
(Including Owner Participation Rules) – Page 1 of 2 pages

1. **General.** The meeting will be conducted in accordance with applicable laws, governing documents, these Rules, and the current edition of *Robert's Rules of Order Newly Revised* (RONR) in that order of priority. All participants must comply with the rules.
2. **Access.** Voting members (e.g. board or committee members) may access the meeting via web-conference with a computer or other internet enabled device. The ZOOM application (<https://zoom.us>) is free to meeting attendees as one of many available programs which can be downloaded and used on many different types of internet enabled devices (computer, smart phone, etc.) to virtually attend meetings conducted by web-conference. In addition to attendance via web-conference, alternative attendance and participation via teleconference may also be offered if provided by management, wherein a call-in number and passcode (if applicable) or weblink will be provided for obtaining the necessary security information. Attendance solely by phone without a downloaded application may have technical limitations that reduce the availability of meeting information such as screen sharing or chat.
3. **Private Meeting.** This is a private meeting and attendance is restricted to: (a) directors and officers, (b) voting members, (c) owners of record, (d) staff, and (e) other individuals who have been specifically invited by the President, Board, or if applicable, the respective Committee. Access by Non-voting Attendees, if permitted, must comply with specific requirements adopted by the Host or the Board of Directors. Access to Non-voting Attendees will be restricted during executive session meetings.
4. **Sign-in.** Attendees must sign using English with their first and last names followed by their unit number or address in parenthesis; they must not sign in anonymously or with fictional names. They may optionally have to pre-register and use a private link received by e-mail. Attendees are requested to sign into the designated internet-based meeting portal (i.e. link) at least 15 minutes prior to the scheduled start time unless an earlier time is established. Attendees must be prepared to validate their attendance with the Host or organizer and test their webcam, speaker, and microphone upon signing in.
5. **No Electronic Recording.** No video-taping or other electronic recording is permitted during any of the proceedings (except by the Host or the parliamentarian) unless first approved by the Board or respective Committee.
6. **Connectivity.** Each attendee is responsible for their own connection to the meeting; no action will be invalidated on the grounds that the loss of, or poor quality of, any attendee's individual connection prevented their participation in the meeting provided that at least a quorum of voting members was connected and any required voting threshold was achieved.
7. **Interference and Noise.** Attendees must mute their microphone when not speaking to avoid interference and unintended background noise. The Chair, after one warning, may order the muting or disconnecting of any attendee causing undue interference. The Chair's decision will be announced.
8. **Requesting the Floor.** Any voting member who desires to make a motion or speak in debate will raise their hand (or online equivalent utilizing the chat box or similar functions available in the web-conferencing platform), and after being recognized by the Chair, will unmute their microphone, speak clearly, and state their name. Any voting member who has technical difficulties requesting the floor shall use the chat box immediately with the prefix "REQUEST THE FLOOR".
9. **Discussion without a Motion.** The Chair may permit informal discussion of an agenda item, including a report for up to five (5) minutes without a motion if there is no objection from the voting members. If an objection is raised by a voting member, then a motion must be adopted to permit informal discussion without a motion.
10. **Motions.** The Chair may require motions and amendments to be in writing.

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- 11. Seconds and Recording in the Minutes.** Seconds are required as provided for in RONR for large boards. Un-seconded motions shall not be recorded in the minutes.
- 12. Decorum (Discussion, Debate, and Visual).** Decorum is prescribed in RONR; personal attacks, vulgarity, offensive language, or misuse of the chat box can result in loss of debate or chatting privileges. Visual decorum will also be enforced; any vulgar or offensive image or video may cause muting or an immediate disconnection by the Chair from the meeting. Commercial advertisements are prohibited without prior consent. The Chair's or Host's disconnection of an attendee will be announced.
- 13. Total Debate Time per Motion.** Debate by voting members on debatable motions is limited to a maximum of two (2) minutes per speech and no more than twice per voting member on the same motion (except the motion to *Appeal*). Attendees are responsible for observing the time limits. At the Host's discretion, remaining time or time used may be provided in the chat box or video. Attendees must mute their microphone after speaking. The Chair may mute the microphone if any speaker neglects to do so after speaking or exceeds the time limits.
- 14. Non-voting Attendee (e.g. Owner) Participation.** In any deliberation or discussion, Non-voting Attendees may participate by speaking one (1) time for a maximum of two (2) minutes. When recognized by the Chair, the Non-voting Attendee must state his or her name if not already identified online. In cases of indecorum, the Chair may restrict a Non-voting Attendee's participation to the chat box; provided that chat box privileges may also be revoked.
- 15. Total Main Motion Debate Limit.** Total consideration time for each main motion, including, but not limited to related subsidiary, incidental motions, and debate is set to ten (10) minutes unless extended by the voting members.
- 16. Nominating Speeches.** Nomination and election debate for elected office (e.g. election of president) shall be limited to one speech per nominee (or delegate) for a maximum of two (2) minutes per speech. Nominating speeches must be germane to the candidate's qualification for the elected office.
- 17. Use of Chat Box.** Subject to control by the Chair or Host, the chat box is restricted to voting members and permitted guests. It may only be used to:
- (a) present motions for consideration either prior to or upon recognition;
 - (b) make nominations from the floor;
 - (c) display remaining time if applicable or necessary;
 - (d) provide information necessary for inclusion in the minutes;
 - (e) provide a link or a document that cannot be displayed on the screen;
 - (f) provide specific comments or participation if requested by the Chair or voting members; or
 - (g) report technical difficulties of sufficient importance that they need immediate correction.
- 18. Voting.** The Chair or designee shall direct the voting procedures which may include, but are not limited to unanimous consent, a polling method, or roll call.
- 19. Chair Pro Tem.** The president may appoint a *Chair Pro Tem* for the meeting.

Note: If these rules are to apply to a Committee, they must be either authorized by or adopted by the superior body (usually the Board). Rules adopted by the Board of Directors on: March 24, 2021.