

**ATTENDANCE AND PARTICIPATION BY MEMBERS**  
**AT UNITED BOARD MEETINGS**

The following guidelines will be followed during business meetings of the United Laguna Hills Mutual Board of Directors.

**1. Right of United Members to Attend and to Speak**

Pursuant to California Civil Code Sections 1363.05 (b) and 1363.05 (i), any member of United Laguna Hills Mutual (an owner of a share of stock in the corporation) may attend a meeting of the Board of Directors and may speak to the Board, subject to any limitations contained herein, except when the Board adjourns to Executive Session.

**2. No Right of Non-Members to Attend or to Speak**

Members of other Laguna Woods Village mutuals and non-Member residents do not have any legal right to attend this Board meeting or to speak to the Board. However, such persons are welcome to attend so long as they maintain proper decorum, do not interfere with the business of the Board, and do not displace a United Member from a seat at the meeting. Upon request, the President or the Board may grant permission to non-Members to speak to the Board after all United Members who wish to do so have spoken.

**ALL MEMBERS OF THE PRESS MUST DECLARE THEIR PRESENCE TO THE CHAIR.**

**3. Time Limits**

There is a maximum time limit of three (3) minutes per Member during "Member and Resident Comments" and two (2) minutes per Member during other agenda items when a motion is pending. A Member may address the Board only once during each agenda item on which Members may speak. Any unused time is forfeited by the Member, may not be used to allow a second opportunity to speak on an item, and may not be transferred to others. The Board reserves the right to limit the total amount of time allotted and/or the individual time allotted for Members' comments on any agenda item. When a total time limit is set, that limit will not be extended if a recess must be taken because of disorder of the Members. Time spent in recess to allow Members to return to order will be taken away from the total time allocated for Members to speak.

**4. Agenda Items on Which Members May Speak**

**A. "Member and Resident Comments" Agenda Item**

"Member and Resident Comments" will be scheduled early in the agenda. At this time, Members may address the Board regarding any item *not* on the agenda but within the jurisdiction of the Board of Directors of United Laguna

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Hills Mutual, subject to the limitations in Item 6 below. Members should begin by stating their name and manor number slowly and clearly.

**B. Other Agenda Items**

Following "Member and Resident Comments," Members may only address the Board when a motion is pending. Discussion of each Agenda Item will begin with a statement from the Chair and then will be opened for discussion by the Board and staff. If a motion is pending following initial discussion by the Board, the Chair will open the floor for statements by Members, who shall restrict their comments to the motion under consideration. Following comments from Members, the Chair will close the floor for statements from Members and reopen the motion for final discussion and action by the Board.

5. **Television Audience Comments** can be directed to the Board of Directors by faxing the Administration Office at (949) 470-0128 or by calling (949) 268-2277 or (949) 597-4360 during the live televised meeting.

6. **Limitations on Members**

Members must be recognized by the Chair before speaking and must identify themselves by name and manor number. All Members' comments must be addressed to the Board through its Presiding Officer.

At all times, Members must refrain from discussing personalities or making personal attacks. Members must confine their remarks to the issue they are presenting to the Board during "Member and Resident Comments" or to the merits of the motion being considered by the Board at other times during the meeting.

Members are reminded that the right to speak to the Board does not include a right to engage the Board in debate. Although in their comments Members may raise questions for the Board's consideration, they may not interrogate or cross-examine Board members or staff. Additionally, Members do not have a right to use a business meeting of the Board of Directors as a bulletin board service for announcements to the membership at large. Announcements shall be restricted to items of specific interest to the Board, and announcements of events from which Directors are excluded will be ruled out of order.

**The Chair will be the sole arbiter of when Member statements are out of order.**

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