

A MOTION TO ADOPT STANDING RULES OF ORDER
FOR MEETINGS OF THE KROC BOARD OF TRUSTEES

ADMINISTRATIVE RESOLUTION NO. 12

RESOLVED, That as provided in section 2 of Robert's Rules of Order Newly Revised, the Board of Trustees of the Kingstowne Residential Owners Corporation adopts the following standing rules of order which shall govern all meetings of the Board of Trustees (the "Board").

Rule 1. Order of Business. The order of business at regular monthly meetings of the Board shall be as follows:

- Call to Order (5:00 p.m.)
- Reading and Approval of the Minutes
- Special Orders
- Agenda items which, in the opinion of the presiding officer (subject to Rule 2), would profit from the benefit of advice of legal counsel in Executive Session
- Homeowner Forum (as described in Rule 3)
- Appeals from decisions of the Architectural Review Committee and matters relating to enforcement of rules and covenants (subject to Rules 4 and 5)
- Other action items in the order in which they appear in the Agenda prepared by the Community Manager (under the direction of the President) and distributed in advance of the meeting
- General orders
- Administrative report by the Community Manager
- Information items in the order in which they appear in the Agenda prepared by the Community Manager (under the direction of the President) and distributed in advance of the meeting
- Old business
- New business
- Adjournment

Rules 2. Agenda Items and Advice of Counsel. The President or other presiding officer may designate agenda items or other matters which, in his/her opinion, would profit from the advice of legal counsel. Any item or matter so designated shall take priority over other business, not already under discussion, when legal counsel is present. The Board may, upon motion duly made, seconded and adopted by majority vote, designate additional agenda items or matters for discussion with legal counsel on a similar priority basis. Discussion on any such motion shall be limited to two (2) minutes by the proponent of the motion and two (2) minutes by an opponent of the motion. Existing rules relating to the convening of Executive Session shall apply.

Rules 3. Homeowner Forum. Fifteen (15) minutes shall be reserved for a Homeowner Forum at each regular monthly meeting of the Board, beginning at 6:00 p.m. or as soon thereafter as consideration of any special orders and matters involving discussion with legal counsel permits. This time shall be available in increments of five (5) minutes, upon written request made to the Community Manager no later than one business day prior to the Board meeting for which time is requested. The request shall state the name of the unit owner who will address the Board, the address of that person's lot, and the subject matter to which that person will confine his/her remarks. The Community Manager shall maintain a sign-up sheet for requests to appear at each Homeowner Forum. If only one homeowner reserves time for the Homeowner Forum for a given Board meeting, then that person shall be given 10 minutes to address the Board. If more than three homeowners seek to reserve time for the Homeowner Forum, then time shall be allotted on a "first come, first served basis" subject to the following order of preference: (i) a homeowner who has not appeared at a Homeowner Forum within the preceding 12 months shall have priority over one who has so appeared; and (ii) a homeowner who seeks to discuss a matter that has not been presented at a Homeowner Forum within the preceding 12 months shall have priority over one who seeks to discuss a matter that has been presented within the preceding 12 months.

Rule 4. Administrative Report and Information Items. Except when a motion is pending, discussion regarding the administrative report by the Community Manager and information items shall proceed informally.

Rule 5. Committee Reports. A motion to receive a committee report may be made either as a main motion or as a subsidiary motion. If made as a subsidiary, the committee report to be received shall be germane to the main motion then under debate and the motion shall have the same precedence as a motion to commit or refer to committee. The person(s) presenting the committee report to the Board shall be recognized for up to ten (10) minutes, unless otherwise limited or extended, following which time Trustees may ask questions subject to the same time limitations set forth in Rule 8.

Rule 6. Limits upon Debate. With respect to each motion for which debate is in order, each Trustee shall be entitled to speak twice in debate. On each such occasion, a Trustee shall be recognized for up to five (5) minutes. A Trustee who will not speak at all in debate, other than to state without elaboration that the Trustee supports or opposes the pending motion, may yield one five (5) minute block of time to any other Trustee.

Rule 7. Presiding Officer's Right to Join in Debate. The presiding officer shall have the same right as any other Trustee to make a motion, to second a motion, to vote, and to participate in debate except that the presiding officer shall give preference in recognition in debate to any other Trustee who has not yet spoken on a pending motion (unless the presiding officer was the moving Trustee exercised his/her associated right as the moving Trustee to speak first on the motion).

Rule 8. Manner of Seeking Recognition. Trustees need not rise when addressing the chair, when seeking recognition, or when speaking in debate. Instead, Trustees may remain seated and may seek recognition by raising a hand or by polite verbal address (i.e., "Mr./Madam Chairman").

Rule 9. Voting. Voting shall be accomplished by any of three methods: (i) by voice vote; (ii) by show of hands; or (iii) by polling if, in the opinion of the presiding officer, voting by a show of hands is inconclusive. The votes of particular Trustees shall be recorded in the minutes upon demand of any Trustee.

Rule 10. Changes to Standing Rules of Order. These rules may be suspended, modified, amended or repealed by a majority of the Board.

KINGSTOWNE RESIDENTIAL OWNERS CORPORATION

RESOLUTIONS ACTION RECORD

Resolution type Administrative No. 12

Pertaining to: Rules of Order

Duly adopted at a meeting of the Board of Trustees of the Kingstowne Residential Owners Corporation held on October 5, 1993.

Motion by: Ray Ortman Seconded by: Ken Ryan

OFFICER	VOTE:			
	YES	NO	ABSTAIN	ABSENT
<u>Kathleen Snyder</u> , President	_____	<u>X</u>	_____	_____
<u>Bruce Thompson</u> , Vice President	<u>X</u>	_____	_____	_____
<u>Ray Ortman</u> , Secretary/ Treasurer	<u>X</u>	_____	_____	_____
<u>Ken Ryan</u> , Trustee	<u>X</u>	_____	_____	_____
<u>Tom White</u> , Trustee	<u>X</u>	_____	_____	_____
<u>Evelyn Scalia</u> , Trustee	<u>X</u>	_____	_____	_____
<u>Vic Scalia</u> , Trustee	<u>X</u>	_____	_____	_____
<u>Joanna Rieth</u> , Trustee	_____	_____	_____	<u>X</u>
<u>Jonathan Finch</u> , Trustee	_____	<u>X</u>	_____	_____

ATTEST:


Secretary

11/2/93
Date

Resolution Effective: _____

[PC File = ACTREC]

A MOTION TO ADOPT ROBERT'S RULES OF ORDER NEWLY REVISED
FOR MEETING OF THE KROC BOARD OF TRUSTEES

ADMINISTRATIVE RESOLUTION NO. 12

RESOLVED, That the Board of Trustees of the Kingstowne Residential Owners Corporation adopts the rules contained in the current edition of Robert's Rules of Order Newly Revised to govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with the Founding Documents and any standing rules of order the Board of Trustees may adopt.

KINGSTOWNE RESIDENTIAL OWNERS CORPORATION

RESOLUTIONS ACTION RECORD

Resolution type Administrative No. 12

Pertaining to: Robert's Rules of Order

Duly adopted at a meeting of the Board of Trustees of the Kingstowne Residential Owners Corporation held on October 5, 1993.

Motion by: Ray Ortman Seconded by: Ken Ryan

OFFICER	VOTE:			
	YES	NO	ABSTAIN	ABSENT
<u>Kathleen Snyder</u> , President	_____	<u>X</u>	_____	_____
<u>Bruce Thompson</u> , Vice President	<u>X</u>	_____	_____	_____
<u>Ray Ortman</u> , Secretary/ Treasurer	<u>X</u>	_____	_____	_____
<u>Jonathan Finch</u> , Trustee	_____	<u>X</u>	_____	_____
<u>Tom White</u> , Trustee	<u>X</u>	_____	_____	_____
<u>Ken Ryan</u> , Trustee	<u>X</u>	_____	_____	_____
<u>Vic Scalia</u> , Trustee	<u>X</u>	_____	_____	_____
<u>Evelyn Scalia</u> , Trustee	<u>X</u>	_____	_____	_____
<u>Joanna Rieth</u> , Trustee	_____	_____	_____	<u>X</u>

ATTEST:

Raymond C. DeL...
Secretary

11/9/93
Date

Resolution Effective: _____

[PC File = ACTREC]