

RESOLUTION: #86-06  
DATE: November 14, 1986

**PELICAN BAY ESTATES HOMEOWNERS ASSOCIATION**  
**ORAL AND WRITTEN COMMUNICATION POLICY**

WHEREAS, the Pelican Bay Estates Association Bylaws provide for the regular meetings of the Board of Directors (Board), and,

**WHEREAS**, it is the desire and intent of the Board of Directors that its meetings shall be open to the general membership of the Pelican Bay Estates Association and shall provide an opportunity for members to communicate with the Board; and,

**WHEREAS**, there is a need to establish guidelines regarding the submission of oral and written communications; then,

**NOW, THEREFORE, BE IT RESOLVED**, that the following procedures be adopted concerning oral and written communications to be placed on the Board's regular meeting agenda:

**1. ORAL COMMUNICATIONS**

A period not to exceed thirty (30) minutes shall be allocated to "Oral Communications" at the beginning of each meeting. Those persons wishing to address the Board shall identify him or herself during the introductions. The maximum amount of time available to each speaker will depend upon the number of speakers present, and said time allocation shall be enforced at the discretion of the Board. It shall not be necessary for a speaker to request time on the agenda prior to the beginning of the meeting. After each presentation, the President may refer any communication requiring further action to a specific Board Member, committee or staff for review and recommendation. Or, the item may be deferred for action at the following Board meeting.

**2. WRITTEN COMMUNICATIONS**

"Written Communications" to the Board of Directors shall be placed on the meeting agenda if submitted to the Association office no later than ten (10) days prior to the regular Board meeting date. The communication shall provide sufficient information for preparation of a response by the Board and/or staff. Written communications, which do not meet these conditions, may be deferred for action until the following meeting to allow for an informed response.