

Parliamentary Procedure for HOA Meetings

- ① Know what governing documents control, and what they say.
- ② Make sure the proper notice is given in the proper manner to the proper people.
- ③ Check your quorum requirements and make sure you've got one!
- ④ Always use an agenda and stick to it!
- ⑤ Respect all those in attendance but remember who the deliberative body is.
- ⑥ Allow the chair to run the meeting.
- ⑦ Don't discuss anything unless at least two people want to (motion and second process).
- ⑧ Keep all discussion focused on the open motion.
- ⑨ Respect those who have the floor.
- ⑩ Set reasonable time frames for individual argument, and for deliberation on any given motion.