

**Seville Condominium 12, Inc.**  
**Members Decorum Resolution and Code of Conduct**

WHEREAS, the Board of Directors (the "Board") of Seville Condominium 12, Inc. (the "Association") is charged with the responsibility of administration, operation, and maintenance of the Seville Condominium 12, pursuant to the Declaration of Condominium Ownership of Seville Condominium 12 ("Declaration"), the Articles of Incorporation of Seville Condominium 12, Inc., ("Articles"), By-Laws of Seville Condominium 12, Inc., ("Bylaws"), and the rules and regulations, as may be amended (collectively referred to as the Association's "Restrictions"); and

WHEREAS, the Association is a condominium association governed by Chapter 718, Florida Statutes and the Association's Restrictions; and

WHEREAS, the Board deems it to be in the best interest of the Association to add the following procedure regarding meeting decorum and member code of conduct during Association meetings.

NOW, THEREFORE, BE RESOLVED THAT, the following Members Decorum and Code of Conduct shall be adopted and adhered to by the Association:

**MEMBERS DECORUM AND CODE OF CONDUCT**

1. The recitals set forth above are incorporated herein by reference.
2. This Members Code of Conduct ("Code") shall apply to *all board members, committee members, members, owners, residents, unit occupants, tenants, guests, and/or invitees of the Association* and any member representatives in their attendance at board meetings, committee meetings, member meetings and communications with members of the Board, committee members, other members of the Association, the Community Association Manager (CAM), and management company personnel. This Code shall apply to anyone who attends a meeting *and to all communications whether written or verbal* and delivered by mail, electronic means, facsimile, telephone, in person, or otherwise are considered communications with the Association for the purpose of this Code. All communications should be delivered **ONLY** to the official corporate address of the Association.
3. This Code establishes a code of conduct, standards of behavior, ethical rules, and enforcement procedures.
4. This Code is intended to maintain a high standard of professional and ethical conduct in the performance of Association business and is essential to conduct efficient and effective Association business.

5. The Association shall have the authority to enforce this Code using any means available under the Restrictions, governing documents and state laws.

### Code of Conduct

1. Members shall act in the best interests of the Association as a whole.
2. Members shall behave appropriately at meetings and refrain from speaking until recognized by the meeting chair. Language at meetings and in written communications shall be kept professional, and those speaking at any meeting shall remain calm and controlled. No vulgarity or cursing will be tolerated. Though differences of opinion are inevitable, they must be expressed in a professional, respectful and courteous manner.
3. Further, all communications, whether written or verbal, directed to the Association, members of the Board, committee members, residents, other members of the Association, the Community Association Manager (CAM), and management company personnel, shall be professional, courteous, non-threatening, and respectful. No vulgarity, threatening demeanor, intimidation, or cursing will be tolerated.
4. All official written communications to members of the Board, committee members, other members of the Association, the Community Association Manager (CAM), and management company personnel shall be directed to the Association via its management company at its designated manager email address or via U.S. Mail to the address of record for the Association or its Registered Agent. All written communications should be delivered ONLY to the official corporate addresses of the Association.
5. All official communications from the Association shall be approved by a quorum of the Board of Directors.
6. Social media platforms are not managed or controlled by the Association. Any social media communications may be used only as a means of curtesy notice of meetings and agenda and shall not be forms of communications by and between the Association.
7. During meetings, members will conform to the items of business set forth in the meeting agenda and shall limit remarks and discussion to agenda items and other items of business properly advanced at the meeting, abiding by the time limits set by the meeting chair.
8. A member wishing to speak shall provide a written request to the Secretary (or other designated individual) prior to the meeting being called to order which states his or her name, address and agenda topic he or she wishes to address. A member wishing to speak should

wait until such time as the chair asks if there are any persons present who wish to speak on an issue being addressed at the meeting. At that time, the member should stand or come forward to be recognized by the chair. The chair shall then select the order in which comments are taken and the person to speak.

9. The selected member should state his/her name and address in a clear voice.
10. The member should only direct his/her comments to the chair.
11. The member will only be allowed to speak for a maximum of three (3) minutes, unless allowed greater time by approval of the chair or through a proper motion and vote. Time is not transferable to another member.
12. The chair may ask clarifying questions, which will not be included in the three (3) minute timeframe allocated to the member.
13. The member must remain calm and respectful while speaking, and upon conclusion of the allotted time, the member must return to his/her seat and remain seated.
14. The member may not knowingly provide false information.
15. The chair may, but is not required to, direct other members to answer questions or may respond his or herself to issues, questions or address concerns, on behalf of the Board, at the conclusion of each member's allotted time.

### **Recording the Meeting**

1. Florida Statutes gives owners the right to record any meeting of the Board. However, the Association has the right to adopt rules regulating the use of recording devices during meetings. The rules below are hereby adopted by the Association. Members may tape record or videotape Board and Membership meetings, subject to the following reasonable restrictions:

- a. A member desiring to utilize any audio or video equipment to tape record or videotape a meeting shall deliver written notice so that the notice is received by the Association's Secretary at least two (2) business days before the meeting.
- b. Recording a meeting without notice to the Association in accordance with these procedures is strictly prohibited.

- c. The only audio and video equipment and devices that members, or their representatives, are authorized to use at any such meeting is equipment that does not produce distracting sound or light emissions. A mobile phone may be used to record a meeting, provided the recording is in compliance with all the requirements set forth herein.
- d. Audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting.
- e. During a meeting, anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- f. The entire meeting must be recorded and the entire record retained by the Association.
- g. The person recording the meeting shall provide an un-redacted and unedited copy of the recording to the Association within 48 hours of the meeting.
- h. Any recording of a meeting may not be shared over social media or in another public forum. Unauthorized distribution of any meeting recording may result in legal penalties.

#### **Enforcement of the Code of Conduct**

1. Any member who does not conduct themselves in a manner that is consistent with the above Code may be censured and/or removed from the meeting, office building, or the premises and the appropriate authorities may be contacted.
2. Further, failure to conduct oneself in accordance with this Decorum and Code of Conduct could result in fines and subsequent legal action by the Association.
3. If a member commits only a slight breach of order (such as addressing another member instead of the chair in debate, or in a single instance, failing to confine his/her remarks to the merits of the pending questions) the chair will bring it to the attention of the member, and advise the member to cease such conduct.

IN WITNESS WHEREOF, the Board of Directors has approved the provisions hereof on 6/23/24, at a duly called meeting of the Board of Directors at which a quorum was present, in accordance with the Association's Restrictions, and amends and supersedes any prior or inconsistent related rules.



Christopher Crerar, President

Date 6/23/24



Patrick Curran, Secretary

Date 6/23/24