1. **Meeting Recording & Minutes**
	* The meeting will be recorded solely for Hawaiiana and the Board Secretary to prepare minutes. The recording will be erased after the minutes are approved.
2. **Pavilion Attendance**
	* The Pavilion will be open for owners to attend together. The microphone will remain muted except during reports and owner comment periods.
3. **Board Member Participation**
	* Only Board Members' microphones will remain open during discussions. Board Members should have a private area for remote attendance.
4. **Committee Reports**
	* One designated person will present committee reports.
	* Only Board Members may make motions; committees should coordinate with a Board Member in advance if a motion is needed.
5. **Standing Committees**
	* **Architectural**
	* **Residents**
	* **Non-Residents**
	* Other committees may be formed with a defined purpose and duration as needed.
6. **Committee Reports & Time Limits**
	* Reports are limited to **5 minutes**. A motion with **67% Board approval** is required to extend time.
	* As this is a Board Meeting, only Board Members should ask questions to committees.
7. **Motions & Discussion Process**
	* When a motion is made it will be restated by the Chair. Once the language of the motion confirmed by the maker and seconded, discussion follows:
		1. **Motion Maker** speaks first.
		2. **Opposing Board Member** speaks next (if any).
		3. **Board Member who seconded the motion** speaks third.
		4. Alternating discussion continues between opposition/support.
		5. Chair speaks last (except when Chairman has made or seconded a motion).
		6. Each Board Member will have an opportunity to speak once in each round of discussion.
8. **Owner Comments on Motions**
	* After the Board has discussed the motion, owners have **2 minutes per unit** to comment. Joint owners share time.
	* Comments must remain on topic and be directed to the Chair.
	* **In-person attendees** sign up via a “Request to Comment List” and will be called to the microphone.
	* **Zoom attendees** raise their virtual hand and wait to be recognized.
	* The **VP of the Board (Parliamentarian)** will track time, and mics will be muted if speakers exceed limits.
9. **Board Discussion Continues - After Owners Comments**
	* The Board will have one more round of discussion following the format presented in #7 above.
10. **Amendments to Motions**
	* A Board Member may propose an amendment by:
		1. Stating the change.
		2. The Chair restates the amendment for confirmation.
		3. If seconded, a discussion round is held **only on the amendment** before a vote.
		4. If approved, discussion resumes on the revised motion.
		5. If not approved, discussion will continue on the original Motion.

**Owners Forum**

* Follows the same speaking rules as owners comments on motions.
* Limited to **30 minutes** unless extended by a **67% Board vote**.
* Focus is on proposals, not personal criticism and comments should be directed to the Chair.

**Monthly Agenda**

1. **Establish Quorum – Chair**
2. **Call to Order & Time – Chair**
3. **Approval of Prior Meeting Minutes**
4. **President’s Report (5 min.)**
5. **Resident Manager’s Report (5 min.)**
	* Requests should be submitted **24 hours in advance when possible**.
	* Board Q&A.
6. **Treasurer’s Report (5 min.)**
	* Approval of Financials & Q&A.
	* **Delinquencies Report (Executive Session).**
7. **Standing Committee Reports**
	* **Architectural (7 min.)** – Approvals & Roof Updates.
	* **Residents (5 min.)**
	* **Non-Residents (5 min.)**
8. **Non-Standing Committee Reports (5 min.)**
9. **Unfinished Business**
10. **New Business**
11. **Owners Forum (30 min.)**
12. **Next Meeting Date & Time**
13. **Adjournment of Open Meeting**
14. **5-Minute Break**

**Executive Session**

1. **Call to Order**
2. **Legal Issues**
3. **Delinquencies Report & Requests**
4. **Other Matters**
5. **Adjourn & Time Stated**

*Approved and Implemented by the Board in March, 2025*