

Title: Rules of Civility for All HOA Meetings and Proceedings

MILLER CANYON RANCH HOMEOWNERS ASSOCIATION
Office of the President

HOA POLICY RESOLUTION 2025-01

Title: Rules of Civility for All HOA Meetings and Proceedings

Effective Date: June 3, 2025

Approved By: President, Miller Canyon Ranch HOA

1. Purpose: In order to preserve order, promote mutual respect, and ensure productive meetings and deliberations within the Miller Canyon Ranch Homeowners Association, the following *Rules of Civility* shall apply to all formal meetings, including but not limited to: Board Meetings, Member Meetings, Special Committees, and any sanctioned HOA gatherings. These rules are rooted in time-tested principles of self-governance, courtesy, and shared responsibility.

2. Policy Statement: In accordance with our commitment to unity, neighborliness, and effective community management, all participants in Miller Canyon Ranch HOA meetings shall observe the following standards:

3. Rules of Civility:

a. Honor the Purpose: Attend meetings with preparation and intention. Respect the agenda and refrain from disruptive tangents.

b. Begin in Unity: Meetings shall begin with a moment of prayer, silence, or reflection, to set a tone of dignity and shared purpose.

c. Speak with Respect: All members and guests will address one another with courtesy, avoiding insults, sarcasm, or personal attacks.

d. Listen Without Interruption: No member shall interrupt another while speaking. Each person will be given the opportunity to be heard in full.

e. Speak Only When Recognized: Members must be acknowledged by the Chair or designated facilitator before speaking.

f. Disagree Respectfully: Disagreement is natural, but must remain constructive. Criticism shall be directed at ideas, not individuals.

g. Remain on Topic: Discussions must remain relevant to the business at hand. Repetitive or unrelated commentary is discouraged.

h. Use Constructive Language: Contributions should be solution-oriented and forward-looking, not merely critical or inflammatory.

i. Honor Confidentiality: Matters deemed sensitive or confidential shall not be disclosed outside appropriate HOA channels.

j. Manage Time Courteously: Speakers should be concise. The Chair retains the right to set reasonable time limits for discussion to ensure fair participation.

k. Limit Distractions: Members are expected to silence devices and avoid side conversations during meetings.

Title: Rules of Civility for All HOA Meetings and Proceedings

l. Follow Orderly Procedure: Meetings shall follow Robert's Rules of Order or other agreed-upon procedural frameworks to maintain fairness and order.

m. Respect Authority and Process: The presiding officer has the responsibility to guide meetings and enforce decorum. All members shall defer respectfully to procedural rulings.

n. Close in Unity: While views may differ, the meeting will end with a spirit of respect, neighborly goodwill, and mutual commitment to the community's best interests.

o. Represent the Community Well: Each participant represents the values of Miller Canyon Ranch. We are stewards of trust, and our actions should reflect integrity and honor.

4. Enforcement and Consequences: Violation of these rules may result in warnings, removal from a meeting, or, in repeated cases, formal censure as outlined in the HOA Bylaws. The Chair is empowered to maintain order and take appropriate action to uphold this policy. To ensure transparency and fairness, the following escalation process will be followed:

Step 1: Verbal Warning: If a member violates the Rules of Civility during a meeting, the Chair will issue a **clear verbal warning** reminding the individual of the specific rule being violated and asking for immediate correction. This warning will be noted in the meeting minutes if the behavior continues.

Step 2: Formal Warning: If the behavior persists after the initial verbal warning, the Chair may issue a **formal warning**, also recorded in the meeting minutes. The member may be asked to temporarily yield participation for the duration of the meeting.

Step 3: Removal from Meeting: Continued violations within the same meeting may result in **immediate removal** from the meeting at the discretion of the Chair. If necessary, law enforcement may be contacted to maintain peace and ensure the safety of all members.

Step 4: Repeated or Egregious Violations: If a member demonstrates a **pattern of disruptive behavior** across multiple meetings, or commits a **severe violation** (e.g., threats, harassment, physical intimidation, cursing, making threats, unfounded allegations), the Board may initiate a process of **formal censure** or **suspension of participation** in meetings, in accordance with the HOA Bylaws.

Note: These steps do not have to be followed sequentially. The Chair and/or Board may move directly to any appropriate step in the escalation spectrum if the violation is sufficiently egregious or poses a threat to meeting order or participant safety.

5. Due Process: Before any formal disciplinary action (such as censure or suspension) is enacted: The member will receive written notice of the specific violation(s), Be provided an opportunity to respond in writing or at a hearing before the Board, Receive a final written decision from the Board after deliberation.

Signed this 3 day of June, 2025, in the year of the Lord the Two Thousand & Twenty Fifth.
By Order of the President, Miller Canyon Ranch HOA


Charles M. Evanson
President, Miller Canyon Ranch HOA