



Policy on Conduct of Work Sessions of Board of Directors and Board Committees

From time to time, the Columbia Association (“CA”) Board of Directors and its standing committees (the Board Operations Committee, the Planning and Strategy Committee, the Performance Oversight Committee and the External Relations Committee) may conduct work sessions in order to discuss matters on an informal basis. This policy addresses the rules applicable to such work sessions.

A work session is a form of special meeting and, as such, is governed by section 11B-111 of the Maryland Homeowners Association Act (the “Act”) and sections 2.06 and 2.07 of CA’s by-laws. The Act requires that all meetings be open to members of the association unless closed for one of the reasons specified in the Act. (While the only “members” of CA are the directors, CA has traditionally opened its meetings to the public.) The Act also states that a designated time period must be provided for lot owners to comment on the specific topic(s) on the meeting agenda. Under the by-laws, if time permits, notice of a special meeting must be published in a newspaper one week before the meeting, and notice of the meeting must be given to each director at least 24 hours in advance of the meeting.

Based on the above, the following rules shall apply to work sessions of the board and its standing committees:

1. Work sessions shall be open to the public unless closed in accordance with the Maryland HOA Act and CA’s by-laws.
2. Notice of work sessions shall be provided in the same manner as any other special meetings.
3. An agenda shall be prepared for the work session.
4. At the beginning of the work session, a time period shall be allowed for lot owners to comment **only** on agenda topics. Otherwise, the public will not participate in a work session unless invited to do so by the board or committee.
5. Robert’s Rules are suspended and do not govern the conduct of work sessions.
6. The board or committee will discuss agenda topics, but no formal vote will be taken on any topic.
7. If a committee hosts a work session of the board, the chair of the committee will preside.
8. At the conclusion of a board work session hosted by a committee, that committee may not convene a meeting to conduct committee business unless the notice requirements for a meeting of the committee have been satisfied.

Approved by the Columbia Association Board of Directors August 28, 2008