**Board of Directors Open Session Protocol (California)[[1]](#footnote-1)**

As <*insert your board position*> of the Board of Directors of <*association legal name*>, I call this meeting to order. A quorum is present.

This is a common interest development Open Session meeting as defined in California civil code **4900-4955** and it shall be conducted as follows:

The session is open to members of the Association. A member of the Association is an owner as recorded on a Grant Deed. The meeting is not open to non-members including friends, family, residents, tenants, agents, or the public.

In accordance with civil code, a forum shall be conducted to allow any member to speak to the Board. This forum does not change the protocol of the meeting from a Board meeting to a Membership meeting, a town hall meeting or an open discussion. One member at a time shall address the presiding officer.

California civil code prohibits the Board from either discussing or taking action on any forum item unless the item is on the agenda. The Board may briefly either comment or designate an item for a future meeting agenda.

Also, as allowed in the civil code, the Board establishes a reasonable limit of three (3) minutes for each member to be heard in order to assure time for the Board to conduct the business of the Association.

The role of the member during the Board meeting is observing the Board. The members shall not interrupt, interject, participate, or otherwise disrupt the Board from conducting the business of the Association.

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   Special acknowledgement and thanks to Patrick Morrisey, Board President of Yacht Club Condominiums in San Diego, CA for drafting of the original draft of this document. [↑](#footnote-ref-1)