Lake of the Woods Association Inc.,
Administrative Resolution 2016-4

Establishing Rules Governing the Placement and Use of Recording Equipment at Lake of the Woods Association Meetings

WHEREAS, § 55-510.1. Meetings of the board of directors. Subsection B. of the Property Owners' Association Act states: "Any member may record any portion of a meeting required to be open. The board of directors or subcommittee or other committee thereof conducting the meeting may adopt rules (i) governing the placement and use of equipment necessary for recording a meeting to prevent interference with the proceedings and (ii) requiring the member recording the meeting to provide notice that the meeting is being recorded."; and

WHEREAS, the Board of Directors desires to set forth clear rules for the placement and use of recording equipment at Lake of the Woods Association Meetings required to be open to members of record including Board meetings, membership meetings, and committee meetings.

THEREFORE, the Board hereby establishes the following rules regarding Lake of the Woods Association Meetings required to be open to members of record including Board meetings, membership meetings, and committee meetings:

Section 1: General

Members of record are welcome to make video and audio recordings of Board, membership, committee and other meetings open to the membership under the following conditions designed to ensure the member does not interfere with the proceedings.

1. The person making the recording must be a member of record or assisting a member of record.

2. A member wishing to record any portion of a meeting shall immediately notify the presiding officer before starting the recording. After this notification, the presiding officer shall make the announcement to the audience that a member is recording the meeting.

3. In general, after the required announcement, a member is free to make a recording from the audience area and back of a meeting room.

4. All persons shall observe proper decorum at meetings according to Regulation I.G. Specifically, no person shall physically block, interrupt without being recognized by the presiding officer, or in any way interfere with official audio and video recordings for Association communications. No person shall block the line of sight of others in the audience.

Section 2: Board Meetings and Membership Meetings

1. Unless given permission by the General Manager or President, no person shall stand behind, directly next to or directly in front of the Board during meetings, or place recording equipment on Board tables, on the speaker’s lectern or attach to Association equipment.

2. The General Manager shall handle any special requests for placement and use of recording equipment made prior to the meeting.
3. The General Manager will ensure all Board and Membership agendas include the following reminder:

"Members of record may record any portion of this meeting so long as (1) you first notify the President for an announcement before you begin and (2) you do not interfere with other members or the official recording. (See Administrative Regulation 2016-4.)"

Section 3: Committee Meetings

1. The Committee Chair shall handle the required announcement after notification by a member, and determine the placement of recording equipment.

2. The Committee Chair will work with the General Manager or his designee to handle any special requests for placement and use of equipment made prior to the meeting.

3. The Vice President will work with the General Manager to ensure all committee chairs are aware of these rules.

Effective: Immediately

LAKE OF THE WOODS ASSOCIATION, INC.

By: Lodisa W. Rucker, President

ATTEST:

I, as Secretary for Lake of the Woods Association, Inc., hereby attest that the foregoing Administrative Resolution 2016-4 was adopted by the Board of Directors at a duly-held and noticed Board of Directors meeting held on the 17 day of August, 2016.

Leighton H. Cumming, Secretary