1010 Lofts Residents Association

Meeting Rules and Expectations

1010 S 7th St, Minneapolis, MN 55415 | Draft, May 2026

DRAFT / FOR RESIDENT REVIEW AND DISCUSSION

These rules apply to all general and special meetings of the 1010 Lofts Residents Association. They are designed to make our meetings productive, fair, and welcoming for every participant.

1. BEFORE THE MEETING

1.1 Agenda Distribution. The Secretary shall circulate a written agenda to all members at least seven days before each meeting. The agenda shall include the date, time, location or video link, and the items to be discussed or voted on.

1.2 Agenda Requests. Any member may propose agenda items by contacting the Secretary or President at least five days before the meeting. Members may also propose additions or removals at the start of each meeting during agenda approval (item 1 of the standard agenda). The officers decide which items to include based on relevance and available time, but any item supported by five or more members must be placed on the agenda.

1.3 Meeting Location. In-person meetings shall be held in a common space within or near 1010 S 7th St, or at a nearby public venue. The location shall be accessible to residents with mobility limitations. Video conference meetings shall use a platform accessible to members without specialized software.

2. RUNNING THE MEETING

2.1 Presiding Officer. The President chairs all meetings. If the President is absent, the Secretary chairs. If both are absent, members present shall elect a chair for that meeting.

2.2 Standard Agenda Format. Unless the membership decides otherwise, each meeting shall follow this order:

Standard Meeting Agenda

1. Call to order, quorum check, and agenda approval (members may propose additions or removals at this time)
2. Introductions (for any first-time attendees)
3. Approval of prior meeting minutes
4. Officer reports (President, Treasurer as needed)
5. Old business (items carried from prior meetings)
6. New business (items proposed for this meeting)
7. Open floor (member comments and concerns)
8. Announcements
9. Next meeting date
10. Adjournment

2.3 Quorum. Business may only be conducted once quorum is confirmed. Quorum is ten percent (10%) of members in good standing, or five members, whichever is greater. If quorum is not present within fifteen minutes of the scheduled start time, the chair may declare the meeting informational-only (no binding votes).

2.4 Time Limits. The chair may set reasonable time limits on individual speakers or discussion items to keep the meeting on schedule. Default speaker time is three minutes per turn unless the chair announces otherwise. The chair may grant extensions by majority consent of those present.

3. PARTICIPATION EXPECTATIONS

3.1 Respect. All participants (members, officers, and guests) are expected to treat each other with basic courtesy and respect. Personal attacks, interruptions, and disruptive behavior are not permitted.

3.2 One Speaker at a Time. Only one person shall speak at a time. Participants wishing to speak shall indicate so to the chair (raise hand, use video platform hand-raise feature, or speak their name). The chair recognizes speakers in turn.

3.3 Stay on Topic. Discussion shall remain relevant to the agenda item under consideration. The chair may redirect off-topic comments or table them for the open floor.

3.4 Confidentiality. Members may share general topics discussed at meetings, but shall not attribute specific statements to named individuals outside the meeting without that person's consent. Sensitive personal matters discussed in meetings shall remain confidential.

3.5 No Recording Without Consent. Audio or video recording of meetings requires notice to and majority consent of those present at the start of the meeting.

3.6 Guests. Non-members (neighbors considering joining, support persons, etc.) may attend as observers unless the membership votes to hold a closed meeting. Guests may speak during the open floor with permission of the chair. Building management representatives are not permitted to attend general meetings unless explicitly invited by the membership.

4. VOTING

4.1 Who May Vote. Only members in good standing who are present at the meeting may vote. Proxy voting is not permitted.

4.2 Method. Votes shall be taken by show of hands or voice vote, unless any member requests a written (secret) ballot before the vote is called. The chair shall announce the result of each vote.

4.3 Standard Threshold. Unless the Operating Agreement or these rules specify a higher threshold, decisions require a simple majority (more than half) of members present and voting.

4.4 Declared Conflicts. Any member who has a personal financial interest in the outcome of a vote shall disclose that interest and shall recuse themselves from voting on that item.

5. MINUTES AND FOLLOW-UP

5.1 Recording Minutes. The Secretary (or a designated note-taker) shall record the following for each meeting:

- Date, time, and location
- Members present and absent (by name or unit)
- Confirmation of quorum
- Summary of each agenda item discussed
- All motions made, who made them, and the vote results
- Any action items assigned, with the responsible person and deadline
- Time of adjournment

5.2 Distribution. Draft minutes shall be distributed to all members within fourteen days of the meeting. Members may submit corrections within seven days. The corrected minutes are approved (or approved as corrected) at the following meeting.

5.3 Action Items. The President shall follow up on outstanding action items before the next meeting and report on their status at the start of Old Business.

6. MEETING ROLES

Role	Responsibility
Chair (President)	Opens and closes the meeting, follows the agenda, recognizes speakers, calls votes, keeps order
Secretary	Takes minutes, tracks attendance, manages action-item list
Treasurer	Reports on finances when relevant; holds Association funds
Members	Participate respectfully, vote on decisions, carry out action items
Timekeeper (optional)	Tracks speaker time; any member may volunteer for this role

7. HANDLING CONFLICT OR DISRUPTION

7.1 Warnings. If a participant behaves disruptively, the chair shall give a verbal warning and request the behavior stop.

7.2 Removal from Meeting. If disruptive behavior continues after a warning, the chair may, by majority consent of members present, remove the participant from the remainder of the meeting.

7.3 Disagreement with the Chair. Any member may appeal a ruling or decision by the chair by raising a "point of order." The appeal is decided immediately by majority vote of members present, without debate.

8. AMENDMENTS

8.1. These rules may be amended by a majority vote of members present at a general meeting, provided the proposed changes have been distributed to all members at least seven days in advance.

> **Note:** These meeting rules are intended as practical guidance, not rigid procedure. The goal is meetings that feel fair, focused, and worth attending. If something isn't working, bring it up and we can change it.