

Board rules for meeting for HOA in Oregon

Meeting Requirements:

- **Annual Meetings:** HOAs in Oregon **must** conduct at least one annual meeting of the owners each calendar year.
- **Special Meetings:** Special meetings can be called by the president, a majority of the board, or the president or secretary upon receipt of a written request from a percentage of owners (specified in the bylaws, but not more than 50% or less than 10%).
- **Open Meetings:** Generally, all board meetings are **open to unit owners' attendance**.
- **Executive Sessions:** The board can close a meeting and convene in an executive session for specific reasons, including consulting with legal counsel or considering personnel matters, contract negotiations, or the collection of unpaid assessments. Executive sessions must be voted for in an open meeting (except in emergencies), and the general nature of the action to be considered must be stated. Actions taken in executive session are not effective unless approved in an open meeting afterward.

Notice Requirements:

- **Annual Meetings:** Notice must be given at least ten days before, but not more than 50 days before, the meeting date.
- **General:** Notice of a meeting must include the date, time, place, and agenda items.
- **Electronic Meetings:** If a meeting is held electronically, the notice must specify the electronic means used and how owners can attend.
- **Planned Communities (Majority Residential):** For non-emergency board meetings, notice must be posted on the property at least three days before or provided by another method reasonably calculated to inform owners.

Meeting Procedures:

- **Robert's Rules of Order:** The Oregon Condominium Act and the Oregon Planned Community Act both require meetings to be conducted under Robert's Rules of Order.
- **Agenda:** Prepare and follow an agenda to ensure order and efficiency. For special meetings, only matters listed in the notice can be resolved.
- **Participation:** Owners generally do not have the right to participate in board meetings unless allowed by the governing documents or the board.

- **Quorum:** Unless the governing documents specify otherwise, a quorum for an association meeting is the number of people entitled to cast 20% of the votes.
- **Voting:** Votes may be allowed in person, by proxy, written ballot, or absentee ballot, depending on the bylaws. Electronic ballots may also be permitted if not prohibited by the governing documents.
- **Minutes:** Meeting minutes should be kept and distributed to members. They should include key decisions, actions, and votes, but avoid personal opinions or unnecessary details.

Consequences of Violations:

- Decisions or votes taken at un-noticed or closed meetings may be void and subject to challenge.
- Owners can bring legal action to enforce compliance with open meeting laws and may be awarded attorney fees if they prevail.

Important Notes:

- These are general guidelines. **Always refer to your specific HOA's governing documents (e.g., Declaration, Bylaws)**, as they may have additional or more restrictive requirements.
- **Seek legal counsel if you have questions or concerns** about meeting procedures or potential violations.