

ANNEX 1

ASSEMBLY PROCEDURE RULES

- 1) A member of the Unit Owner Association (“Association”) participates in the meeting of the Assembly in person or by proxy by virtue of a written power of attorney. The signature of the Principal in the Power of Attorney may not be officially certified unless legislation requires a notarized deed to verify the course of the meeting of the Assembly. The power of attorney for representation in the Assembly must be annexed to the Minutes of the Assembly. The presence list, which forms an annex to the Minutes of the Assembly, must indicate whether the member participates in person or by proxy. If the person making the presence list refuses to record any person in the presence list, such fact will be recorded in the presence list, incl. the reason for refusal.
- 2) If the unit is part of community property of spouses, or if it is owned by several persons, such persons are obliged to appoint one representative to exercise their rights toward the Association.
- 3) The Assembly votes by open ballot, where a member of the Assembly raises their hand if they agree with passing the resolution which has been put to the vote, or using a voting machine. The Assembly may decide that voting will be done by secret ballot, in particular as regards the election of the members of the committee. Voting by secret ballot may also be proposed by the Committee. Secret ballot is done using ballot papers or a voting machine.
- 4) The meeting of the Assembly is organized and chaired by the Chairman of the Committee or a member of the Committee authorized by the Committee to chair the meeting of the Assembly, or another person authorized by the Committee to chair the meeting of the Assembly, if applicable, (hereinafter referred to as the “**Chair**”). The Assembly may elect another person the Chair. Materials for the meeting of the Assembly are prepared by the Committee.
- 5) The meeting of the Assembly opens at the time specified in the Notice of Meeting of Assembly (“Notice”). If the Assembly does not have a quorum, the meeting will be interrupted for 30 minutes. If the Assembly still does not have a quorum on the expiry of such period, the Chair closes the meeting of the Assembly.
- 6) After electing bodies of the meeting of the Assembly, if applicable, the Assembly discusses the items of the agenda included in the Notice. After opening the item of the agenda, a member appointed by the Committee presents and explains the draft resolution proposed for adoption. This is followed by a debate on each item of the agenda. The Chair may rebuke a speaker who is not speaking to the point. If such speaker does not continue to speak to the point, the Chair may forbid them to speak. Objections, if any, are put to the vote immediately without any debate. Speakers speak in the order in which they applied for the debate. The debate ends after all discussion contributions have been presented.
- 7) Association members may propose orally their own draft resolutions during the debate on the respective item of the agenda. On the initiative of the Chair or a member of the Committee, the Assembly may decide that such draft resolution, incl. the reasoning thereof, must be presented in writing.
- 8) After the debate ends, the proposals presented in the debate are put to the vote in the order in which they were presented or in the logical order. Proposals to reject, adjourn or interrupt are put to the vote preferentially. After voting on all drafts and proposals, at the end of the relevant item of the agenda, the Assembly votes on the resolution as revised during the debate.
- 9) With the consent of the Chair, a member of the Assembly or a member of the Committee may present their Comments on the course of the meeting, and they are presented preferentially. Objections, if any, are put to the vote immediately after they have been raised without any debate.
- 10) Voting is open, by show of hands, even if a member of the Committee is being elected, or using a voting machine. Voting starts at the invitation of the Chair who also announces the results of the voting. The voting machine must enable any voting person to check immediately how they voted. If an objection is raised or if the Chair decides that the result of the voting is not clear, the voting is repeated.
- 11) An application made by a member of the Association requesting the Assembly to approve an issue which is required to be approved by the Assembly under the present Articles or legislation is not discussed in the meeting of the Assembly; the applying member presents the substance of their application only and then it is put to the vote.
- 12) The Chair may announce a break during the meeting of the Assembly. The meeting is interrupted automatically if the Chair leaves their place.
- 13) The meeting of the Assembly is closed by the Chair.

In Prague, on 24 November 2016