

## **Open Board Meeting Regulations**

- Come to the meeting with a positive attitude. Treat everyone with respect both during the board meeting and outside of the meeting.
- Be prompt in arriving at the meeting and in returning from breaks.
- Turn cell phones off. If we see you on your cell phone, you will be asked to leave.
- No recording.
- During member comment session members must wait to be called on by the chairperson and talk one at a time. Each member who wishes to speak is limited to 5 minutes.
- Members attending the open meeting will not be permitted to speak outside of member comment session. Any comments outside of the member comment session will be met with a warning. If a second warning is issued the Chairperson can choose to have the attendee removed from the meeting.
- Any disruption of the meeting, threats or rude comments made to directors, staff or other members will result in immediate expulsion.
- After the meeting members may address any concerns about the discussion in the meeting with the Chairperson.
- It is the Chairperson's job to bring the meeting to order; members do not direct the meeting.
- Administrative issues/concerns need to be directed towards staff outside of the meeting, not being brought to the board.
- Executive Session (Closed Session) – members must leave building during executive session. If voting takes place after executive session, decisions will be added to the top of next month's agenda.
- Zoom
  - Available to those who cannot attend in person
  - Must have first and last name visible on screen
- The board has the right to change, suspend and/or modify the regulations at any time. They also have the right to close the meetings at any time.