



The _____ respectfully request that the following guidelines be observed during all Board and Committee meetings:

1. Please acknowledge the purpose of the meeting and limit side conversations and comments while the meeting is in progress. It is not our intent to limit free speech but to allow all Board or committee members, the recorder, and all present in the audience to hear what is being said at the table.
2. The Board/Committee requests that all comments and interactions between those present be conducted in a constructive and respectful manner. Anyone acting in a disruptive or disrespectful manner will be asked to leave the meeting by the person presiding at the meeting.
3. When recognized to speak, please identify yourself for the record; name, address, affiliation, whether or not you are a taxpayer of _____.
4. You will be allowed up to _____ minutes each to give your viewpoint.
5. According to Open Meeting Laws, the Board/Committee cannot take official action on non-agenda items. We will gladly listen and when possible refer your concerns to the proper department for action if the Board/Committee deems it appropriate. Board/Committee members may ask a clarification question, but cannot enter into a dialogue with a speaker from the audience.
6. The Board/Committee will not entertain complaints against individual employees in open session. All complaints of this nature should be forwarded to the Personnel Committee.

If everyone abides by these rules our meetings will move along smoothly and business will be conducted in a timely manner. Your cooperation will be appreciated by all present at the meeting. Thank you.