

Board Meeting Participation Policy

Purpose:

To ensure productive and efficient board meetings by defining participation roles and maintaining focus on board business.

1. Meeting Attendance and Participation

1.1. Board Members:

- Only board members have the right to actively participate in discussions and decision-making during meetings.

1.2. Non-Board Attendees:

- Non-board members may attend meetings as observers unless the meeting is designated as a closed session.
- Non-board attendees may only speak if explicitly invited by the board or during the public comment period.

2. Agenda and Structure

2.1. Agenda:

- Agendas will be set prior to the meeting, if a board member, director, committee chair or an organization member has a topic to discuss they are to email the secretary in advance.

2.2. Public Comment Period:

- There will be a public participation period at the beginning of the meeting if an organization member comes to the meeting with something to discuss.
- Comments during this time are limited per speaker.

3. Role of the Secretary

3.1. Meeting Moderation:

- The Secretary is responsible for maintaining order and redirecting off-topic or unauthorized contributions.
- Examples of redirections include:
 - “Thank you for your input, but this is a matter for board members to discuss.”
 - “We appreciate your interest, but we need to focus on the agenda items.”

4. Closed Sessions

4.1. Definition:

- Closed sessions are portions of the meeting limited to board members and invited participants.

4.2. Purpose:

- To discuss sensitive matters such as personnel, legal, or financial issues without non-board interference.

5. Enforcement of Policy

5.1. First Offense:

- The secretary will remind the individual of the policy during the meeting.

5.2. Repeated Disruptions:

- The secretary or another designated leader will address the individual privately to request compliance.

6. Review and Amendments

This policy shall be reviewed annually and updated as needed to ensure it meets the organization's needs.

Adopted on: 11/2024

Approved by: Black Bear Board of Directors