

# **Guide to Member Participation at HVCC Board Meetings**

Welcome to the High Valley Country Club Board Meeting. We hope the following information will help you understand the rules for member participation and comments during the Board Meetings. The Board appreciates and encourages your participation and has established these rules of procedure and conduct to ensure that everyone has an equal opportunity to speak in a civil and respectful environment.

All regular HVCC Board Meetings follow the order of business presented in the agenda. The agenda is available online at the HVCC website. Meetings are held the third Saturday of the month. No Meeting is held in December.

## **Speaking at HVCC Board Meetings**

All HVCC Board Meetings will follow the order of business presented in the agenda. Members may speak publicly during “Guest Speaker” portion of the agenda as designated on the Meeting Agenda. (Guests are asked not interrupt the Board during the business meeting.)

As a reminder, all public comments should be framed to provide a point of view, gain valuable information, or express a concern.

## **Sign-In Sheet**

Members wishing to address the HVCC Board will sign-in and check the “speaking” box before the start of the meeting. Please, print and sign your name to ensure correct spelling in the minutes. Members will be called upon to speak in the order of the sign-in sheet. Direct your comments to the Chair and Board. Begin by stating your name and your Park/Lot number.

## **Audience Participation**

With regard to audience participation, members may present requests, concerns or complaints in writing to the Board before the meeting, if they wish a response from the Board. Written questions or concerns should be received a minimum of one week prior to the Board Meeting. This will allow the board time to research and prepare a complete response.

### A. Acceptable Conduct

- a. Members will each be allowed 3 minutes to speak during the “Guest Speaker” portion of the meeting.
- b. Comments from speakers must be civil and respectful. Infractions will result in the loss of remaining time by order of the Chair, after one warning.
- c. Members of the audience are expected to respect the views of others and not interrupt or harass speakers. Persons not following this rule may be expelled from the building by order of the Chair, after one warning.

### B. Audience Participation

- a. In order to designate priority in speaking, members shall sign-up in person prior to the start of the meeting.
- b. Direct your comments to the Chair and Board. State your comments or concerns.
- c. A maximum of 3 minutes total will be allowed for Guest Speakers based on the number of speakers who signed up. It is not the practice of Board to respond directly to questions during the “Guest Speaker” portion of the meeting.

## **Communicating with Your Board Members**

If you have a concern or issue that you would like to discuss for longer than three minutes, you are encouraged to contact your board members after the meeting, by email or regular mail.