

## **Guidelines for Attending DMEA's Board Meetings**

- The Agenda and Notice of the time and place of each Board meeting designating the matters to be discussed or actions to be taken will be posted in each of the Association's offices and on the Association website at least ten (10) days before the meeting.
- All meetings are declared to be open meetings and are open to the members, consumers and news media.
- Meeting will start promptly at the designated time.
- Board meetings are usually scheduled for the 4th Tuesday of the month and begin at 3:00 p.m. unless otherwise posted. Generally the board takes a dinner break between 5:30 and 6:00 p.m. and reconvenes approximately forty-five minutes later.
- Robert's Rules of Order will be followed during the board meeting.
- Board meetings routinely have a designated agenda item for member input.
- Members who wish to speak before the board are encouraged to contact the Board President and/or staff to inform the board of their topic of interest and if any action is requested.
- Members who have not made prior arrangements to speak to the board are asked to keep their comments between three-five (3-5) minutes unless asked to elaborate, as the board agenda is usually full.
- An item brought up during the "member input" period that is not on the posted agenda for the meeting and is determined to require additional discussion or action by the Board, will be placed on the agenda for the next regular Board meeting.
- If a decision is made regarding the matter before the board, the Board will communicate its decision to the member individual who expressed the suggestion, concern, and/or comment.
- Any behavior that disrupts a meeting or creates an adversarial confrontation will be grounds for immediate and possibly permanent dismissal.
- All attendees shall comply with the following courtesies:
  - Listen Attentively.
  - Wait to be recognized by the facilitator.
  - Limit yourself to one question with the opportunity to be recognized again if time permits.
  - Members with a dissenting opinion are asked to share their concerns and offer an alternative solution.
  - Be respectful of others' opinions.
  - Notify the facilitator if you intend to use a recording device.
  - Notify the facilitator if you are a member of the media or press.
  - Turn off cellular phones unless you are expecting an emergency call.