

Glastonbury Landowners Association, Inc.
Conduct of Meeting Policy - *Draft*
Adopted _____, 2014

PURPOSE: The purpose of this policy is to set out the basic operational rules for Membership, Board and Committee meetings of the Glastonbury Landowners Association (GLA), a private corporation, and to establish rules of decorum for all persons, including board members, employees, GLA landowners and members of the public attending the meetings. This policy is intended to facilitate the conduct of GLA business in an open and orderly manner for all persons in attendance and ensure a safe environment free from interference or disturbances. This policy applies to the GLA's regularly-scheduled meetings announced on the GLA website, where this policy is also posted.

No part of this Policy supersedes the Bylaws of the Glastonbury Landowners Association, Inc.

1. Landowner Participation in General

- 1.1. Everyone should introduce himself/herself at the start of the meeting. ("Hi, I'm Jane Landowner from North Glastonbury.")
- 1.2. Assume goodwill on the part of everyone.
- 1.3. Respect the process, respect each other.
- 1.4. Everyone should have an equal opportunity to speak. Ask those who have not spoken for thoughts on the issue being discussed.
- 1.5. There should be no side conversations (except for incidental situations). Whoever is speaking is addressing the entire group.
- 1.6. Many things have happened in the past. You should bring up past situations only if they provide greater context to the issues currently being discussed.
- 1.7. Do not present comments from anonymous sources.
- 1.8. Do not interrupt the person who is speaking. If you have something to say in response to another person's comments, raise your hand. It is the facilitator's or the chair's job to recognize the next person to speak.
- 1.9. Be concise in stating your position.
- 1.10. Accept the fact that there will be differences of opinion. Be willing to see all sides and not rush to draw "right vs. wrong" positions.
- 1.11. No one in the meeting has special rank or position. However, people will take on the roles of facilitator and note taker (and any other roles that are appropriate) as determined by the group.

2. Meeting Conduct at Board and Membership Meetings

- 2.1. The Chairman of the Board is responsible for meeting seating arrangements. All Board Members and other attendees will follow the instructions of the Chairman.
- 2.2. The Board shall have the right to determine the length of time of the Landowner Input Period or any Q&A period. The President or acting chair of the meeting may place reasonable limitations upon the time given to each landowner seeking to comment, to allow sufficient time for as many landowners as possible to comment within the time permitted. Unless otherwise determined by the President or acting chair, the time limit will be three minutes per landowner. Landowners will only be allowed to speak more than once during Landowner Input Period at the discretion of the Board. No landowner may speak a second time until all landowners wishing to speak have had an opportunity to speak once.
- 2.3. Each landowner who wishes to speak must be recognized by the Chair. Once recognized, the landowner shall state his/her name.

- 2.4. All comments must be delivered in a businesslike and professional manner. Personal attacks or inflammatory comments will not be permitted.
- 2.5. The Board is not obligated to take immediate action on any item presented by a landowner.
- 2.6. For board meetings, following the conclusion of the Landowner Input Period, the Board will proceed with the business portion of the meeting. Landowners who attend or remain may only participate in deliberation or discussion during this portion of the Board meeting when expressly authorized by the Chair.

3. Meeting Conduct at Committee Meetings

- 3.1 The board-appointed Chair of the meeting is responsible for facilitating the meeting in such a way as to balance the allowing of sufficient time for as many landowners as possible to comment, creating an atmosphere where everyone can speak without fear or reprisal, and moving the meeting forward to achieve the goals of the committee.
- 3.2. The Chair is responsible for meeting seating arrangements. All Committee Members and other attendees will follow the instructions of the Chair.
- 3.3. Each landowner who wishes to speak must be recognized by the Chair. Once recognized, the landowner shall state his/her name.
- 3.4. All comments must be delivered in a businesslike and professional manner. Personal attacks or inflammatory comments will not be permitted.
- 3.5. If not appointed by the Board, a secretary shall be chosen by volunteering or accepting a request of the committee Chair. The secretary shall take the Minutes of the meeting and submit them to the Chair for approval by the committee, which will then be turned into the GLA Secretary.
- 3.6. Decisions of the committee for making recommendations to the Board shall be by simple majority consensus.
- 3.7. Any landowner is welcomed to committee meetings.

4. Disruptive or Unruly Behavior

At any Member, Committee or Board meeting, if:

- a landowner refuses to stop talking after his/her allotted time has ended,
- interrupts anyone who validly has the floor,
- uses abusive, rude, threatening, vulgar or crude language or
- otherwise disrupts the meeting,

the following procedure will be followed:

- a. The President or acting chair will issue an oral warning that if the landowner continues to speak or disrupt the meeting, either the meeting will be adjourned, the person will be given the opportunity to leave the meeting or law enforcement will be called to remove the individual.
- b. If the landowner continues to speak or disrupt the meeting, the President or acting Chair will call a recess and speak directly to the landowner, reiterating that the meeting will be adjourned, they may leave on their own or law enforcement will be called to remove the individual.
- c. If the landowner still refuses to cooperate, the President or acting Chair may choose to take a vote of the landowners present as to whether to adjourn the meeting to another time or to call law enforcement, or if the situation warrants follow through with the action most appropriate.