

Conduct of Meeting Policy

Adopted May 18, 2015

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.

No part of this Policy supersedes the Bylaws of the GLA.

1. Landowner Participation in General

- 1.1. Everyone should introduce himself/herself at the start of the meeting or when speaking from the floor for the first time. (“Hi, I’m Jane Landowner from Glastonbury North.”)
- 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. Those who have not spoken should be asked 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. However, only bring up past situations 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 chair’s or facilitator’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 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.
- 2.2. Each landowner who wishes to speak must be recognized by the chair. Once recognized, the landowner shall state his/her name and address.
- 2.3. All comments must be delivered in a businesslike and professional manner. Personal attacks or inflammatory comments will not be permitted.

- 2.4. The Board is not obligated to take immediate action on any item presented by a landowner.
- 2.5. 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 allowing 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 shall set the agenda, length of time for the meeting, room setup and tone of the meeting in addition to how closely the meeting will follow Roberts Rules of Order.
- 3.3. Each landowner who wishes to speak must be recognized by the chair. Once recognized, the landowner shall state his/her name and address.
- 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 chair. The secretary shall keep the Minutes of the meeting, submit them to the chair for approval by the committee, and turn them in to the GLA Secretary.
- 3.6. Decisions of the committee for making recommendations to the Board shall be by simple majority or consensus.
- 3.7. Any landowner is welcomed to committee meetings.

4. Disruptive or Unruly Behavior

- 4.1 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, ask the person to leave, call law enforcement to remove the person, or if the situation warrants follow through with the action most appropriate.
- 4.2. At any Member, Committee or Board meeting, if a landowner:
 - interferes with the counting of ballots or in any way intimidates, interrupts or harasses the ballot counters; or
 - threatens bodily harm,the President, acting chair or any member of the Board will ask the person to leave, call law enforcement to remove the person, or if the situation warrants follow through with the action most appropriate.