

Northfield Gymnastics Club

Board Meetings

Public Participation

The NGC Board recognizes the importance of member participation in the club's matters. In order to assure members are heard and board meetings are conducted efficiently and in an organized manner, the board shall set time aside for public comments.

Limit on Participation:

Audience participation at a Board meeting is limited to the public portion of the meeting designations for non-agenda items. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Public Comment Non-Agenda Item:

At regular meetings the Board shall allot no more than 30 minutes to hear persons who desire to make comments to the Board regarding items not listed as agenda items. When multiple speakers indicate a desire to speak on the same issue, the presiding officer shall relate the Board's desire that the speakers designate one or two people to speak for a group.

Opening Statement:

The following statement shall be read by the presiding officer at the beginning of the public comment portion of the meeting:

We are now at the scheduled time on our agenda for public comment. The Board wishes to hear your thoughts and concerns. As per Board policy, all speakers are encouraged to notify the Board President in advance of the scheduled Board meeting. The member should have provided their name, their affiliation with the club, and the subject to be covered or the issue brought forward. All speakers should have received a copy of the policy regarding public comment including procedures for presentation. The Board asks the audience to refrain from responding to the speaker's comments, so that all Board members can focus their attention entirely on the speaker. Although the Board may ask clarifying questions, please be reminded that the Board cannot respond directly to any comments that are made this evening. Tonight, if we have individuals signed up to speak, each person will have five minutes for their presentation.

Public Comment Procedures:

A speaker who signs up to address the Board shall:

- 1) Be acknowledged by the Board President before publicly speaking.
- 2) State his or her first and last name, affiliation with the club and intended topic.
- 3) As a guidance, please limit your speaking for no more than 5 minutes.

- 4) Have allotted time reduced if the presiding officer deems it necessary to accommodate a large number of speaker wishing to address the Board on same topic.
- 5) Speakers are asked to direct their comments/questions to the Presiding Board member, under no circumstances will the Presiding member enter into a debate with members of the public.
- 6) Speakers may offer objective criticism of organizations operations and programs, personnel attacks by anyone addressing the Board are unacceptable. Persistence in such remarks by any individual shall terminate that person's privilege to address the board.
- 7) Not accrue time from another speaker
- 8) Comments by others are out of order, and individuals who interfere with or interrupt speakers, the Board, or the proceedings maybe directed to leave.
- 9) Not use profane or vulgar language during his or her presentation.
- 10) Refrain from making personal attacks against any person.
- 11) Remain in the area designated for the public participation portion of the Board meeting.
- 12) Address the presiding officer and refrain from directing questions to individual Board members, the Director, Gym staff or members of the audience.
- 13) The presiding officer shall have the authority to suspend the speaker's time if he or she does not comply with the listed procedures.

Board's Response:

The Board shall not deliberate, decide or act upon any subject or comment presented within the public participation portion of the Board meeting. The presiding officer shall have the authority to designate the Director, a Board committee and/or NGC staff member to process and/or follow up with the individual regarding the information presented during the public portion of the meeting outside of Board meeting.

Disruption:

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by words, or actions, may be asked to remove themselves from Board meeting.