



## **Guest Attendance at Board Meetings Policy**

### **Purpose**

The Mabel Tainter Board of Directors meets at least 6 times per calendar year for the purpose of providing governance of the Mabel Tainter. The meetings are intended to be focused and efficient. Board members are expected to fully participate in the meetings. Therefore, the opportunity for guests at meetings may be limited.

### **Procedure**

1. Any community member interested in attending a Mabel Tainter Board Meeting must make a request of the Board President 2 weeks prior to the scheduled meeting date. If interested in addressing the Board, the topic to be presented or request is to be identified by the guest to allow for agenda development.
2. The Executive Committee, on behalf of the Board, shall make the decision whether to permit guests at board meetings.
3. If any Board Member would like to invite guests or other visitors, the Member must notify the President at least 2 weeks in advance of the meeting.
4. Guests attending a Board meeting will not be provided access to the Board meeting materials.
5. Guests shall not attend confidential sections of the Board meeting and will be excused at the point of the meeting that is necessary.
6. Guests are not entitled to interrupt or to address the members of the Board at a Board meeting unless or until requested. Should a guest interrupt a meeting or cause any disturbance, the offending guest will be requested to leave the meeting room immediately. No compromise in the orderly conduct of the meeting will be tolerated.
7. The Board reserves the right to limit the number and length of time that guests may address the Board.
8. Guests will be seated in the meeting room to the extent possible but not at the meeting table.