



River Lakes Hockey Board of Directors Meetings Observers Rules & Expectations

Meetings of the River Lakes Hockey Board of Directors are open to the membership. However, it is important to note that meetings are open for observation — not for participation. In order to facilitate orderly meetings, attendees may only participate or present at board meetings when placed on the agenda ahead of time, or are recognized by the meeting facilitator. We ask that all observers sign in so we know who is in attendance at the meeting. This policy outlines the general rules and expectations for observers at board of directors' meetings.

Observer Expectations

When not addressing the board:

- Do not speak or otherwise interrupt those that are speaking
- Remain respectful towards all board members and other attendees
- Recognize that some discussions at board meetings will include potentially sensitive information. Refrain from spreading rumors or revealing personal information that does not need to be widely disseminated.

If you are not on the agenda and wish to address the board:

- Raise your hand and get the attention of the meeting facilitator
- Wait patiently to be called on. Note that the meeting facilitator may choose not to recognize you or allow you to address the board.

If you are on the agenda or called upon to speak:

- Keep your comments focused on the topic at hand
- Refrain from personal attacks, rude behavior, or sharing information that should not be shared publicly
- When your turn to speak is over, you must be recognized again before addressing the board

Sensitive Topics

The Board of Directors often must address sensitive topics including financial situations, family status, incidents, punishments, behavior, and more. Sometimes, these sensitive topics are referenced in open meetings because they impact a policy or action of the association. In these cases, observer discretion is expected. Please do not share such sensitive information with others.

When sensitive topics need to be addressed openly, the Board of Directors may close the meeting to observers. We appreciate the understanding and support of observers for this necessity. When possible, the general topic to be discussed will be included on the agenda and an overview of the discussion will be presented when returning from the closed session. Note that the Board of Directors is not bound by Open Meeting Law, so the closure of meetings is at the discretion of the board.



River Lakes Hockey Board of Directors Meeting Observer Sign In

For the meeting on _____

To maintain a record of attendance at Board of Directors' meetings, all observers are expected to sign in. All attendees are expected to follow the rules and expectations laid out in the Board of Directors Meetings Observers Rules & Expectations Policy. A copy is available at each meeting and posted on the website. Meeting observers who fail to follow these guidelines may be asked to leave. Please note that observers are not permitted to participate in the meeting unless added to the agenda or recognized by the meeting facilitator.

Name