



## **Member Open Forum Policy**

The purpose of an Open Forum during regular monthly board meetings is to:

- Allow all members-in-good-standing the opportunity to provide feedback to the Board of Directors
- Allow for constructive criticism
- Provide general information to the Board of Directors
- Ensure that everyone has an opportunity to express an opinion or ask questions

Open Forum at regular Board meetings will be conducted as follows:

At each meeting, 45 minutes will be allotted for open forum. The 45 minutes will be divided between the number of members wishing to speak.

The following will apply at all MOA member meetings:

1. Members must maintain decorum, and refrain from speaking until recognized by the chairperson. Members should hold all questions until reports are finished, then raise their hand and wait to be recognized.
2. Members shall speak only after the person who has the floor has finished.
3. When speaking, Members must abide by time limits set by the meeting chairperson.
4. Personal attacks on Board members, fellow Association Members or Employees will not be tolerated. and the member may be asked to leave the meeting if such behavior continues.
5. Members must address all remarks to the chairperson and not any individual member, whether or not in attendance.
6. Members may speak a second time only after everyone who wishes to speak has spoken.
7. Members may only speak twice on any one issue subject to the discretion of the meeting chairperson.
8. Members must comply with all orders made by the meeting chairperson, including an order to step down.
9. Members will behave with common courtesy and civility at all times.
10. Members must use cordial, courteous, and non-threatening language during the meeting.



This document supersedes any prior Policy, Resolution or Board action concerning the subject matter contained herein unless specified otherwise.

**Revision Log:**

- Policy passed on 4-14-07
- Changed the first bullet from “members” to “members in-good-standing” on 8-26-17

This policy was approved by the MOA Board of Directors at their August 26, 2017 regular meeting at which a quorum was present.