

JCE CO-OP

MEETING OF THE BOARD OF DIRECTORS

MEETING RULES OF PROCEDURE

Welcome to the meeting of the JCE Co-op Board of Directors. This is a meeting of the Board of Directors, not a meeting of the membership. Each October, we hold an open board meeting where members are welcome to attend and observe how we conduct cooperative business.

To maintain order and allow the board to complete its business, we will follow these meeting procedures:

1. Members may speak only during the MEMBER COMMENT period or when invited by the chair.
2. Members wishing to speak during the MEMBER COMMENT period must raise their hand and wait to be recognized by the chair.
3. The total time allowed for member comments is limited to 30 minutes.
4. Each member may speak for up to 3 minutes.
5. Members are encouraged to comment on agenda items but may address any subject they choose.
6. After the member comment period ends, members may speak only when the chair requests their comments on a particular subject.
7. The member comment period is for receiving member input. The board may respond when appropriate, but an immediate answer or action should not be expected. Questions requiring research may be referred to staff for follow-up.
8. Members are asked to maintain order and follow these rules so the board can complete its business.
9. Members may observe the open portion of the meeting. If the board enters a closed session, members will be asked to leave the meeting room until the open session resumes.

Thank you for attending and for helping us conduct an orderly, productive meeting.