



Guidelines for Member/Guests at the Woodworkers' Board Meeting

Members of the Sun City Texas Woodworkers Club and invited guests by the Board are welcome to attend and/or to present a suggestion, recommendation, or potential project to the Board for consideration. **Board Meetings are Open Meetings**, subject to the following guidelines for participating in the meeting:

- Robert's Rules of Order will be observed continuously at the meeting. The Member and Board members are encouraged to express thoughts and opinions in a respectful manner.
- Members who are not Directors may not participate in Board deliberations under any circumstances, and may not participate in Board discussions unless permission to speak is requested on his or her behalf by a director. In such case, the President may limit the time any Member may speak.
- If a Member wishes to discuss a topic at the Board Meeting, the Member may provide a brief paragraph to the President one week prior to the meeting date stated above in order to give the Board advance information. If the President decides to add the topic to the agenda, he/she will distribute the summary to the Board members with the agenda for the meeting.
- The presenting Member will be notified about the scheduled and allotted time for the topic. If it appears the Member or a Member of the Board would like to extend the allotted time, a consensus of the Board will be necessary before proceeding further.
- Because of time limitations, the topic discussion should be summarized in no more than three sentences or bullet points in order to allow the Board members to ask questions. Questions will be based on the Club's need and purpose, benefit to the Club, benefit to Sun City, or benefit to the community.
- The Member may be asked to conduct further research before the Board decides to vote on the topic.
- The Board will vote or table the topic. If the Member is not present at the time of decision, the President will communicate the Board's decision to the Member.

Your attendance is welcome and compliance with these guidelines is expected. The meetings have many topics to consider and the goal is to use time efficiently and productively while encouraging your interests and ideas.