

BAY COLONY ASSOCIATION
ORAL AND WRITTEN COMMUNICATIONS POLICY

WHEREAS, The Bay Colony Association Bylaws provide for the regular meeting of the Board of Directors (Board), and

WHEREAS, it is the desire and intent of the Board that its meetings shall be open to the membership of the Bay Colony Association and shall provide an opportunity for members to communicate with the Board; and

WHEREAS, there is a need to establish guidelines regarding the submission of oral and written communications;

NOW, THEREFORE, BE IT RESOLVED, that the following procedures be adopted regarding oral and written communications to be placed on the Board's regular meeting agenda:

- 1. ORAL COMMUNICATIONS:** A period not to exceed thirty (30) minutes shall be allocated to Oral Communications at the beginning of each Board meeting. Those persons wishing to communicate to the Board shall identify themselves during the introductions. The maximum amount of time available to each speaker will depend upon the number of speakers present. The time allocation shall be enforced at the discretion of the Board. It shall not be necessary for a speaker to request time on the agenda prior to the beginning of the meeting. After each presentation, the President to a specific Board Member, committee or staff for review and recommendation may refer any communication requiring further action by the Board. Or, the item may be deferred for action at the following Board meeting. The Board shall determine whether or not members' oral communication shall be included in the Board's minutes.
- 2. WRITTEN COMMUNICATIONS:** Written, signed communications to the Board shall be placed on the meeting agenda if it is submitted to the Association office no later than ten (10) days prior to the regular Board meeting date. The communication shall provide sufficient information for preparation of a response by the Board and/or staff. Written communications which do not meet these conditions may be deferred for action until the following meeting to allow for an informed response.