

## **GSA Board Meeting Procedure**

1. This meeting will follow Robert's Rules of Order, a system for running meetings and making decisions in a group.
2. Board will allow a period for public comment, allowing residents to address the board on matters of concern.
3. Individuals who wish to speak during the public comment period are required to fill out the sign-in form available at each Board meeting, prior to the beginning of the public comment period. Each individual will be required to state their name and town/city of residence before beginning their remarks.
4. A 3 minute time limit for public comment is requested to ensure efficiency.
5. Any concerns about personnel matters and/or student matters should be directed to the Head of school or another appropriate administrator outside of Board meetings so that they can be addressed through an alternative channel and in a manner consistent with privacy, confidentiality, and due process rights of the individuals involved.
6. Board members will listen to public comments but may not respond or make decisions on the spot.
7. Speakers are expected to follow rules of common etiquette and decorum, including refraining from using vulgar and/or obscene language, yelling, threatening others using words or by other actions, making defamatory comments, or otherwise engaging in any activity that disrupts orderly meeting progress. Examples of disruptive conduct include, but are not limited to, exceeding the allotted time limits, talking over or interrupting others, offering repetitive comments, and offering comment on matters unrelated to GSA's programs, policies, or operations.
8. Individuals who disrupt a Board meeting may be asked to leave in order to allow the Board to conduct its business in an orderly manner.
9. The Board Chair will stop any public comment that is contrary to these rules.
10. For more information about the board, its meetings and agendas, please see our website.
11. The public session of this meeting will end no later than 7:00 PM sharp.