



## **CCIDC BOARD MEETINGS**

### **AUDIENCE PARTICIPATION AND ETIQUETTE**

Certified Interior Designers (CID's) and the general public are encouraged to attend open meetings of the CCIDC Board of Directors, and to listen to and observe its deliberations.

The board recognizes the value of CID and general public comment on certification issues and the importance of involving CID's and members of the public in its meetings. In the interest of orderly conduct of board meetings, spontaneous discussion from the floor shall be discouraged. CID's and the public will be given time to voice opinions, or ask questions, at appropriate places on the agenda of each board meeting. Comments at board meetings must be related to the published agenda of the meeting. The board will provide time at the end of the meeting for those desiring to speak on any issue not on the agenda.

The board will allow individuals to express an opinion prior to board action on agenda items that the board determines either require or will benefit from public comment. The board recognizes its responsibility to conduct the business of CCIDC in an orderly and efficient manner and will, therefore, require reasonable controls to regulate public presentations to the board. The board will accept written and oral comments.

Each person seeking the opportunity to speak at a board meeting shall address the Board Chair, and state his or her name and affiliation, and the topic to which they wish to speak. If there are numerous requests to address the board on the same subject, the Board Chair may select representatives to speak on each side of the issue.

The Board Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant.

The Board Chair is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for such a presentation. Members of the board may have the privilege of asking questions of any person who addresses the board.

#### **STANDING RULES and RULES OF DECORUM:**

1. No recording devices will be allowed.
2. All cell phones, or other communication devices, including laptops, must be turned off or set to "vibrate".
3. The board will observe and strictly enforce rules of decorum.
4. Violators of the rules of decorum may receive a warning, or be expelled from the meeting.
5. Person's wishing to address the board may only do so after being recognized by the Board Chair of the board at the open portion of the meeting.
6. Persons who wish to address the board must state their name and affiliation for the record.
7. Persons addressing the board will limit their remarks to a total of two (2) minutes on any given topic, unless requested by the board to speak again on the same subject.
8. Persons addressing the board on a specific topic must stick with the topic at hand.
9. Persons initiating side conversations with neighboring participants will be asked to leave and have their conversations outside the meeting room. They will be allowed back into the meeting.
10. Persons being argumentative will be asked to cease and desist, or leave the meeting.
11. Persons interrupting others' comments will be asked to cease and desist, or leave the meeting.