



TWGGA Board of Directors Meeting Visitor Guidelines

1. All visitors are asked to register their intent to attend the meeting no later than 24 hours in advance of the stated meeting start time. Registration can be done by sending an email to debbie@twgga.org.
2. All visitors must be a TWGGA member in good standing.
3. Visitors not TWGGA members can attend the meeting if invited by a Board of Directors member.
4. Visitors can request a copy of the meeting agenda in advance. The meeting agenda is distributed to the Board of Directors 14 days prior to the planned meeting.
5. Visitors must sign in at the meeting and indicate their intention to speak during the Open Forum. Visitors will have no more than seven minutes to speak before the Board of Directors.
6. Non-TWGGA member visitors will not be allowed to speak before the Board of Directors unless invited by the Board of Directors.
7. Visitors will be seated in chairs placed behind the Board of Directors. Visitors will not comment or ask questions during the Board of Directors discussion. The Open Forum is the designated time for visitors to speak.
8. The Board of Directors, if applicable and appropriate, may call on a visitor during the meeting.
9. Lunch is provided for the Board of Directors. Visitors may purchase lunch. Lunch reservations require a three-day advance notice to debbie@twgga.org. Lunch is a \$25 cost payable by cash, check, or credit card.
10. Visitors may request a copy of the Board of Directors meeting minutes after the conclusion of the meeting. The TWGGA staff makes all effort to distribute the meeting minutes two weeks after the meeting.
11. The TWGGA By-Laws and Roberts Rules of Order are followed throughout the agenda and Board of Directors meeting.
12. Guests invited by the Board of Directors and/or having business to conduct at the request of the Board of Directors are considered invited guests and do not fall under the guidelines outlined for a visitor. However, only Board of Directors members will be seated at the meeting tables.