

Nashua, Squannacook, and Nissitissit Rivers Wild & Scenic Stewardship Council
Policy on Meeting Guidelines
Adopted 3/16/23

Purpose

The purpose of this Policy on Meeting Guidelines is assure Council meetings are conducted in an open and impartial manner and that Council members are respectful and listen to all points of view.

It is the intent of the Stewardship Council to assure that Council members adhere to appropriate standards of behavior towards one another and the public at Council meetings.

Guidelines

1. It is the responsibility of the Chair to run Council meetings and assure members are given opportunity to speak. It is the responsibility of Council members to respect the Chair's management of the meeting and adherence to the meeting agenda.
2. Members wishing to add a specific topic to the agenda should contact the Chair no later than the Friday before the next scheduled Council meeting.
3. The guiding principles for Stewardship Council meetings are civility, mutual respect, courtesy, and patience at meetings and towards Council members.
4. Council members should feel comfortable in sharing their opinions and ideas, regardless of roles or positions.
5. Council members should refrain from interrupting others when they are speaking. Should a member wish to speak, he/she should raise his/her hand in order to be acknowledged by the Chair.
6. Council members should remain quiet during presentations and discussions so everyone can hear the speaker.
7. Council members should be brief and clear in their remarks. They should also stay focused on the specific topic being discussed and avoid repeating previous comments.
8. Council members should be mindful of the times allotted to specific agenda items so that meetings can be conducted in a timely manner and concluded by 8:30 PM (unless a longer meeting is specifically stated on the agenda).
9. If the meeting is held by Zoom, Council members should mute their computer microphones during the meeting except when speaking.