

**PUBLIC MEETING CONDUCT  
and  
Basis “Roberts Rules of Order”**

Board Meetings will be held in accordance with the Arizona Open Meeting Laws. The law allows the Public to be in attendance, but it is not, necessarily, permitted to participate in the Board Meeting, except during Public Call (see below).

The Chair or Vice Chair shall preside over the meetings.

It is important for the “record” to remember only ONE person should have the floor and only ONE person should speak at a time. When transcribing minutes, it is extremely difficult to decipher “multiple” conversations and comments made without the use of the microphone. The Chair or Vice Chair should declare “out-of-order” if anyone other than the Chair or the person whom the Chair has yielded the floor to begins to speak.

Agenda Items will be announced and discussion shall be initiated by the Chair, or delegated by the Chair to another Board Member or to Management, if appropriate.

The Chair shall call for discussion from the Board and/or Management on the Agenda Item. It shall be at the Chair’s discretion to ask for any additional comments or opinions from the Owner/Users. The Chair shall be authorized to limit the time on any public participation at his/her discretion. Meeting agendas are typically posted one week in advance of the meeting to inform the Public of the meeting and allow ample time for the Public to contact any Board member or Management with questions, concerns or comments for consideration.

It’s important to remember under Robert’s Rules of Order Owner/Users MUST wait until called upon by the Chair before speaking and are asked to come forward, use the microphone and address the Chair with his or her comment or question. Comments are limited to the subject of the Agenda Item only at this time. Once stated, it’s suggested the Owner/User return to their seat. If an Owner/User does not come forward to use the microphone it shall be at the discretion of the Chair or Vice Chair to repeat the question or comment for the record.

Once the Chair CLOSSES the discussion to the Owner/Users there will be no further public comments and the discussion shall revert back to Board discussion. At the conclusion of the final Board discussion, if appropriate, the Chair will call for a motion from the Board on the matter being discussed.

**PUBLIC Call**

Public Call is open to Owner/Users or anyone from the Public. The Public can state a question or concern; praise or criticism. It is important to remember, however, the Board cannot discuss any issues NOT on the agenda at this time in accordance with the Open Meeting Laws.