



P.O. Box 154, Linden, VA 22642

Sanitary District Meeting Policy, Procedures, and Guidelines

Rules for Guest Presentations

- 1) Guests shall sign in upon arrival, listing first and last name and street address.
- 2) Guests who wish to speak at the meeting shall state their name and street address at the beginning of their comments.
- 3) Comments or presentations by guests shall be limited in duration to three (3) minutes unless otherwise granted or specified by the presiding officer.

General Conduct at Meetings

All board members and other attendees are expected to treat all those present in a mature and respectful manner. Personal attacks in verbal or physical nature by **any** attendee or board member toward **any** other attendee or board member are not permitted.

Comments or presentations shall be directed to the board as a whole and not to any specific board member.

Attendees who violate these rules will be asked to leave by the presiding officer or by a majority vote of the board members present. Failure to leave when asked will result in the involvement of local law enforcement officials as appropriate.

Order of Business

The order of business at all meetings shall be as follows:

- 1) Reading of minutes of preceding meeting
- 2) Reports of Officers
- 3) Reports of Committees
- 4) Unfinished business
- 5) New business