

Protocol for visitors to WSHC Exec Board Meetings

8-18-08

1. It is understood that only current WSHC members or Directors may visit Exec Board meetings unless a non-member has been specifically invited by the Exec Board through the president.
2. If you wish to attend an Exec Board meeting, you must notify the president a week in advance of the meeting, so you can be advised if the meeting is changed in any way or if it will be teleconference only.
3. If a meeting is to be held by teleconference, uninvited visitors will not be added to the meeting. This is to avoid extra expense to WSHC and to maintain confidentiality when needed.
4. Visitors may attend open session meetings only, unless you have been invited to attend a closed session.
5. Visitors may not engage in the meeting or the discussions. They are allowed to listen and observe only unless they have requested or been invited to speak at the meeting (see items #7 & #8).
6. If the Exec Board adjourns into a closed session, visitors will be excused from the room unless they are invited for the closed session.
7. If you wish to be on the agenda to speak about something, you must notify the president a week in advance and give an explanation of your topic. Permission to address the Exec Board is at the discretion of the president. The agenda is set by the president and if he/she decides the agenda is too full already, you may be scheduled for a future meeting.
8. A comment period will not be scheduled in an Exec Board meeting. If a visitor has comments originating from the meeting, please address those comments, in writing, to the president.