

BOARD COMMUNICATIONS

Policy Number: GOV 101

Effective Date: Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on July 1, 2020.

Application: Applies to all board members, employees, volunteers, contractors, guests, and visitors of the EWSHS.

History: This policy updates the previous version BP# 102 dated November 4, 2015.

Article I PURPOSE

This policy establishes standard procedures for addressing or otherwise communicating with the Board of Trustees.

Article II WRITTEN COMMUNICATION

Any person who wishes to bring a matter to the attention of the Board of Trustees may do so by mail to Board of Trustees, 2316 W First Ave, Spokane, WA 99201 or by email to boardoftrusteessecretary@northwestmuseum.org. The Board secretary shall provide the information to each Board member.

Article III ADDRESSING THE BOARD

- A. **General:** Members of the public are welcome to address the Board of Trustees at regular and special meetings of the Board. Comments must directly relate to the agenda or EWSHS related matters. The purpose of public comments is to provide information to the EWSHS Board and provide for an avenue for discussion with Board members. Questions that Board members may have resulting from public comments will generally be referred to appropriate EWSHS staff for response.
- B. **Scheduled Public Comment Periods:** For each regular and special meeting of the Board of Trustees, a minimum of five minutes shall be scheduled for public comments. If no one has signed in (See #D) to speak, the Board may proceed with other business.
- C. **Time Limits for Speakers:** In fairness to all speakers who wish to speak, and to allow the Board to hear from as many speakers as possible, the Board Chair may place reasonable restrictions upon the time for each speaker and may ask multiple speakers on the same topic to limit their presentations. Persons addressing the Board will have a maximum of 3 minutes to speak. Speakers may not exceed established time limits unless specifically permitted by the Board Chair. If there is a group who wishes to present on a topic, members are encouraged to designate a spokesperson to present on behalf of the group.

- D. **Sign In:** A sign-in sheet will be made available at each regular and special meeting of the Board. Members of the public who wish to address the Board must legibly complete the sign-in sheet, providing at a minimum, their full name and the subject of their proposed comments. The Board Chair will call on speakers in the order they have signed in. After the last person listed has spoken, the Board may continue with other business.

- E. **Board Committee:** Meetings of the standing committees of the Board are open to public comment when the Board has delegated authority to the committee to act on a particular matter.

- F. **Responsibilities and Expectations:** Speakers are expected to make the best use of the public comment opportunity and to follow the rules established. In the event any meeting is interrupted by a group or groups of persons, so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, members of the Board may order the meeting room cleared and continue the session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, will be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

- G. **Special Accommodations:** Anyone wishing to address the Board who needs any special accommodation should contact the Board Secretary at least 48 hours in advance so appropriate arrangements can be made. The office may be contacted by phone at 509 363-5354 or by email at boardoftrusteessecretary@northwestmuseum.org.