

Evergreen Village Cooperative. Inc.

Ground Rules for Board Meetings and Trainings

To ensure that Board meetings and ROC trainings are productive, everyone can hear and be heard, and meetings are not disrupted, the Board of Directors has adopted the following **Ground Rules for Participation**.

During any Board meeting:

- Board and guest Members shall arrive on time and be ready to start on time.
- Meeting activity should follow the agenda and the meeting should be kept at a pace that promotes effective collaboration, proposed actions and decisions.
- Discussion should be relevant to the agenda item at hand, seeking positive outcomes for the ROC and Members.
- Speak only once on an item and allow other Board members to speak before further comment. Always wait for the Chair to recognize you.
- Listen well to others who are speaking giving them full attention and respect.
- Avoid all side conversations, interruptions and distractions. Cell phones should be placed on silent mode.
- Always make comments based on observations of actions or issues and not personal judgements or about individuals involved.
- It is always necessary to speak politely. No personal attacks or yelling will be tolerated at any time.
- Make proposals and Motions clearly so that everyone is clear on what is being presented and decided.
- When participating remotely (online/ZOOM):
 - To avoid meeting interruptions, please arrive prior to the start time. Those who arrive after the call to order will be able to enter at break-time.
 - Use your first and last name when entering the wait room.
 - Mute your device when not speaking
 - Avoid distractions if your video is on- or turn video off.
- Board Members will allow Members to speak in Open Forum and these ground rules shall be followed, as applicable, by any Member who participates.

- The Chair shall be responsible for addressing any concerns related to these ground rules and those who do not respectfully follow them will be asked to leave the meeting.

During any ROC Training:

- Participants shall arrive prepared and ready to start on time.
- Participants shall avoid side conversations and distractions at all time. Cell phones should be placed on silent mode.
- Participants will listen respectfully to one another and avoid conversations that do not promote opportunity and fairness for everyone in the ROC.

This policy was approved and adopted on 3/15/2022, 2022.

The foregoing is a true and accurate account, attested by,  Secretary.
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