

## **Bluff Country Co-op Guests' Guidelines for Board Meetings**

Welcome! Thank you for attending our Board Meeting for the Bluff Country Co-op. As an Owner, you have elected this Board to direct the Cooperative. We are honored that you have placed this responsibility in our hands and delighted that you have enough passion and interest to come to a Board meeting.

The Board of Directors defines the vision of the Co-op, sets policies to reach that vision, and works to better the Co-op in order to best serve the needs of our Owners. In order to ensure all of this work is done, our monthly meetings cover a lot of material and need to run efficiently. We value feedback from Owners of our Co-op, and want to give each Owner a voice. The following guidelines provide you with information for preparing for and participating in a board meeting. In addition, guidelines are provided on how the board responds to questions and feedback.

### Guidelines and Information for What to Know Before the Meeting

1. Board meetings are typically scheduled the 2nd Monday of each month. Please plan to arrive between 5:30pm – 6:00pm as the meeting will start sharply at 6:00pm. The meeting typically ends by 8:00pm. Owners may remain for the entire meeting or are welcome to leave at any time.
2. Each month, an agenda item will be included entitled, "Owner Member Forum". The agenda item will be placed early in the meeting unless an Owner requests in advance that the time be changed. Due to our busy agenda, please limit your comments to 5 minutes. If you feel that 5 minutes is not enough time to address your concerns, you may send an email or letter to the Board of Directors. It is recommended that Owners provide the Board President with a summary of the topic to be discussed. This allows Board Members time to prepare for the agenda item(s).
3. At the discretion of the Board President, and with advance notice, an Owner's input may be added as an agenda item at other times during the meeting.
4. You may speak with any Director at any time regarding questions or feedback, but please be aware that the Board speaks with one voice, meaning the Director cannot respond to you on behalf of the Board without discussing your concerns at a meeting.

### Guidelines for Participating During the Meeting

1. During the "Owner Member Forum" agenda item, you will be invited to participate. Due to our busy agenda, please limit your comments to 5 minutes. We encourage you to stay for the rest of the meeting, but you are also welcome to leave at any time.
2. When the Board is discussing other agenda items, we ask that you listen quietly and not interrupt the Board during discussions and voting.
3. Attendees may be required to leave if the Board enters Closed Session (e.g. Executive Session) for the purpose of discussing personnel, legal, financial, real estate, or other confidential or sensitive matters. Attendees may rejoin the meeting when the Closed Session is concluded.

### Guidelines on Board Response to Owners' Questions and Feedback

1. The Board values Owners' questions and feedback. Questions and feedback relevant for the Board of Directors will be discussed prior to or at the following board meeting. Again, since the Board speaks with one voice, we want to make certain that we have given your questions and feedback the attention they deserve.

2. Questions and feedback that are deemed non-board related will be directed to the General Manager for a response or next steps.

Thank you for your commitment to the Co-op. Feel free to contact me ([ann@bluff.coop](mailto:ann@bluff.coop)) regarding any feedback you have from tonight's meeting.

Sincerely,  
Ann Lichliter  
Board President