

**Tahoma Unitarian Universalist Congregation
Board of Trustee Meetings Visitors' Guidelines**

1. Board of Trustee Meetings are open and visitors are welcome.
2. If the BOT is discussing matters that require confidentiality (such as personnel matters), the BOT will move into Executive Session and visitors will be excused.
3. When the BOT is meeting in person, visitors will sit at a separate table and will be invited to speak when appropriate by the BOT President. When the BOT is meeting virtually, they will meet in a webinar format and visitors will be invited into the conversation by the BOT President when it is their turn to speak. Visitors will return to a non-speaking role following their input.
4. Visitors who are attending the BOT meeting at the request of the BOT (such as to report about a project, a proposal or an event) will be on the agenda.
5. The BOT will reserve time at the end of each meeting for visitors not on the agenda who would like to address the Board. Visitors will have 2-5 minutes each to speak, depending on how many wish to speak and time constraints. Visitors are invited to submit written comments to the BOT (board@tahomauu.com) at least 5 days prior to the meeting to ensure communication across the Board.
6. The BOT is charged with and commits to actively listening to visitor comments but will engage further at their discretion. Each visitor's name and a brief paraphrase of their comments will be included in the meeting minutes.
7. BOT meetings are working meetings which must address the direction of the church and the immediate and operational needs of the church, consistent with our mission, vision and purposes and principles. With this goal, the BOT anticipates that all attendees will respect the priorities established by the meeting agenda.

November 2020