

## GUIDELINES FOR ADDRESSING THE BOARD OF DIRECTORS

The Board of Directors wants to hear from the public and volunteers, and we want to do this without compromising our ability to accomplish our duties. Therefore, the Board reserves ten minutes at each of its monthly meeting for members of the KBOO Foundation or members of the public to present their views to the Board. This is an information sheet for those wishing to use this time as to how the Board operates and what it expects.

- " The president of the Board facilitates the meetings and calls upon those wishing to speak. The president can regain the floor - i.e. the right to speak - at any time at his or her discretion.
- " The maximum time allowed for public presentations is ten minutes. Please prepare your presentation to fall within this time. If there are others wishing to speak, the ten minutes will be divided among all of you.
- " Please define the issues and stick to them in your presentation.
- " Please do not give us comments regarding the personalities of others, whether they are staff or volunteers. If you have comments about events, please make them as constructive as possible. (They don't need to be **positive** but they should ideally be geared toward what can be done rather than consisting of complaints, accusations and counter-accusations, etc.)
- " Keep in mind that the Board's official duties at KBOO are to make, review, and modify policy, and to hire, supervise and fire the station manager. Most of our work is done in committees: personnel, programming advisory, finance, and development. The Board generally doesn't make decisions without an issue having been discussed and approved by the appropriate committee.
- " Before speaking to the Board, ask yourself if what you have to say could be more effective or be handled better by a committee or by use of the conflict resolution procedure. If you are coming to us with a complaint, know that you will be asked what you have done to work with others before you came to the Board.

Prepared by Nancy Church, Board president, 1992-93  
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