

Members of the congregation may want to attend and observe a Board meeting or they may want to speak to an upcoming (or past) decision by the Board.

The All Souls Church Board of Trustees Guest-Congregant Attendance Guidelines are offered to the All Souls Church membership to help the Board manage its work during official Board meetings. Congregants are reminded that comments, concerns, or interests may always be brought to the Board via email to the Board Chair, or in person during a Board listening post held after many Sunday services.

**All Souls Church Board of Trustees
Guest-Congregant Attendance Guidelines**

Please agree to abide by these guidelines.

1. Members of All Souls Church (congregants) may attend ASC Board meetings as observers and guests.
2. Congregants attending ASC Board meetings as observers and guests are asked to sign in with the secretary for the purposes of accurately recording who was present at the meeting.
3. Congregants are expected to abide by the Covenant of Right Relations.
4. Congregants are asked to respect the fact that the Board has an agenda that is set in advance and there generally is not time for new business brought on the day of the meeting. Guests may not introduce new topics or speak spontaneously during the Board meeting. The Chair may allow time as available for 'new business' during a meeting and at that time may allow guests to speak, but this will not be a common practice.
5. The Board Chair has discretion to allow Congregants to make presentations during regular Board meetings. Congregants wishing to make a presentation must request time from the Board Chair as far in advance of the meeting as possible, and in general, at least one week prior to the scheduled meeting. The request to present should describe the topic, how much time is being requested, and any action sought from the Board. Any materials to be presented to the Board must be received at least one week in advance of the meeting to allow Board members an opportunity to read them. The Board Chair will attempt to allocate a specific time at a future meeting of the Board, depending on the priorities of the Board's work.
6. In general, Board meeting materials are prepared for Board members and generally, copies will not be available for guests. The Board will attempt to have enough copies of the "agenda," without supporting materials, available. Any confidential materials the Board is using for its discussions, such as individual personnel records, will not be shared with congregants. The Chair will determine which, if any, documents guests may have.
7. Guests are not invited to executive sessions of the Board.

Approved by the Board at its meeting of April 25, 2018