

Clinton & District Community Forest Policy

Policy Title: Guidelines for Board of Director Conduct at Meetings.

Policy Number: 2015-03

Date Approved: October 18, 2016

Purpose: To establish a policy governing a guideline of Board Member and staff conduct of the Community Forest.

1. It is up to the Board Members to ensure to attend meetings on time.
2. In the event that you are going to be late or cannot attend the meeting please text or call the Manager or Chair. By doing this, Board Members know to start the meeting on time and who is going to be absent.
3. Put cell phones on to mute mode while at the board meeting. This will cause less disruption during meetings. It is hoped that individual directors can refrain from answering their cell phone during the time of the meeting. In the event that the call is important, please leave the meeting room and answer the phone where the rest of the directors are not disrupted by the call.
4. It is hoped the Board Members can run the meetings professionally and get business completed in a quick and efficient manner.
5. Be familiar with the current agenda.

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6. Provide topics for the agenda no less than five (5) business days prior to the next meeting. These are to be forwarded to the General Manger to be included in the upcoming agenda.