

# Entranosa Water and Wastewater Association

## Guest Policy for Board Meetings

January 23, 2020

Regularly scheduled monthly meetings of the Board of Directors of the Entranosa Water and Wastewater Association (EWWA) are open to Association Members **only** and, upon the approval of the Chair and CEO, to non-Members or invited guests. Board meetings are business meetings of the Board. The following guidelines apply to the participation of Members and invited guests at Board meetings.

- Association Members that wish to attend the meeting must provide 48-hour notice in advance so staff can make any accommodations necessary and create a packet of information. Members wishing to attend should contact the main office (505) 281-8700 or send an email to: [EWWA@entranosawater.com](mailto:EWWA@entranosawater.com). Non-Members may only attend at the specific invitation of the Board of Directors or the CEO.
- Seating will be provided in designated areas for all Members and invited non-members. Generally, Directors, EWWA consultants and Association staff will be seated at the Board table and Members and invited guests will be seated apart from the Board. Unless a Director directly solicits comments from a Member during the course of a Board Meeting, Member participation will be limited to the “Introduction of guests “and Member comment” sections of the Agenda. Additional comments may be solicited by the Board Chair following the business portion of the Agenda.
- Association Members wishing to make specific comments on agenda items are encouraged to submit written comments at least 24-hours prior to the scheduled meeting, in order to provide time for review by the Board. The Agenda is available by email request or at the office, 48-hours prior to the meeting and a copy of the Agenda will be available to all attendees at the meeting.
- The Board may elect to initiate closed executive sessions for certain matters, including but not limited to water rights, personnel issues, or potential litigation. In these instances, Members and invited guests will be asked to leave the meeting, but the Directors may invite persons with pertinent information relative to the closed session topics to attend portions or all of the closed executive sessions.

Comments from the general membership of the Association are important to the Board of Directors as they proceed with the business of guiding the Association. Effective rules of conduct at Board meetings will facilitate an exchange of information and opinion and still allow meetings to proceed in a deliberate manner.