

## **CREEK COUNTY RURAL WATER DISTRICT #2**

### **POLICY STATEMENT**

### **VISITOR PROTOCOL**

Adopted September 13, 1995

As an organization that operates under the rules and guidelines of the Open Meeting Act, the Board of Directors welcomes all visitors to the meetings. The following criteria have been established to promote the orderly flow of business in a reasonable length of time. This is only meant to be a guide, and the Board, at its discretion, may occasionally allow deviation from this policy.

1. Notify the office of your interest in being placed on the Agenda at least five (5) working days prior to the meeting.
2. Provide a written statement of the business that you wish to bring before the Board. If applicable, please provide all particulars, such as location, dates, action requested, etc. By providing this information in advance, you will enable the Board to become familiar with your situation.
3. All comments must directly pertain to the item on the agenda that is being discussed. Comments not pertaining to the agenda item may only be discussed under new business.
4. If more than one person or a group will be in attendance, please appoint someone to be a spokesperson. This will expedite the business and allow more time for consideration by the Board.
5. Unless the Board specifically expresses an exception, a fifteen (15) minute time limit will be imposed on each spokesperson.
6. Visitors making gestures, comments, or generally disrupting the meeting and the orderly flow of business, shall be asked to leave.