

Welcome to Eliot's Board of Trustees' meeting, and thank you for being an educated attendee!

Eliot's Board strives for balancing best practices in efficiency and transparency, with our policies and our Congregational Covenant as guideposts.

At meetings the Board's agenda is projected onto a screen at the front of the room. The agenda is most visible from behind the Board table facing the screen.

The Board operates under a policy governance model in which observations related to policy are directed to the Board, and questions or comments about programs and day-to-day operations are directed to the lead minister outside of Board meetings.

The Board agenda every month includes 10 minutes for visitor comments (two minutes per person) near the beginning of the meeting. We ask that you not address the Board during the meeting outside of this time so that we can stay on agenda and so that we take the time required to fully process your comments. If you would like to address the Board, here are some points to keep in mind:

- Clearly state your expectations for the Board meeting. This way we can do our best to address them, if not during the meeting then afterwards.
- In order to stay on agenda, the Board will likely not address your statement immediately. Instead, we will add an agenda item near the end of the meeting. If there is time, the Board may discuss visitor comments, or we may defer action to the Chair outside of meeting time. This may result in an agenda item for a future Board meeting.
- In order to prioritize discussion of difficult or new agenda items and to keep meetings as efficient as possible, many items are approved on the Board's Consent Agenda. Board members review these items before meetings. Any Board member can remove any item from Consent for any reason near the beginning of the meeting. However, if an item is approved by Consent, it will not be discussed in the meeting.
- The Chair will be happy to remain after the meeting to discuss your expectations and whether they were addressed.



Our policies dictate certain circumstances in which the Board needs to enter "executive session." Visitors are asked to leave prior to executive sessions. When needed during a meeting, we will try to schedule executive sessions at the end of the agenda, but this may not always be possible.

**If you have any suggestions on the process or these instructions, please see any Board member.
Thank you for attending tonight's Board meeting and for your interest.**