



Welcome! And thank you for attending our Council Meeting. The Hunger Mountain Council is a hard-working board that defines the vision of the co-op, sets policies to reach that vision and works to better the co-op to best serve the needs of our member-owners. In order to ensure all of this work is done, our monthly meetings cover a lot of ground and need to run efficiently. We value feedback from member-owners and want to give each of you a voice. Please observe the following rules so that we may have an efficient meeting in which you may participate.

1. Please arrive on time. The meeting starts at 5:30 p.m. sharp, and member-owners that arrive late may not be able to be heard during the allotted time.
2. Space permitting, visiting member-owners may join the Council at the table to eat at 5:00 p.m., but at the commencement of the business portion of the meeting at 5:30 p.m., please move back to the "gallery" (outer row guest seating not at the table).
3. All attendees must identify themselves to the notetaker when meeting attendance is taken.
4. Member-owners who attend the meeting will each have a chance to speak during the Cooperative Community Comments, which is a regular agenda item. Please limit your comments during this period to five minutes. If there are more people than time will allow, the council will strive to accommodate everyone at the Council's discretion.
5. If a Community Comment concerns a specific individual, we ask that you notify us before speaking so that the Council can consider hearing the comment in Executive Session to protect the privacy of the individual as meetings are open and recorded.
6. If you feel that five minutes is not enough time to address your concerns, you may send an email or letter to the Council President requesting to be added to the agenda. Your item will be discussed prior to the meeting at our Executive Committee meeting, which sets the agenda for the next Council meeting.
7. Please be respectful of the Council and do not interrupt during discussions and voting. Please note that attendees may observe the meeting, but your participation is limited to specific agenda items and at the discretion of the meeting facilitator. Remember, Council members have the responsibility to participate effectively in these meetings in a timely, fair, orderly and thorough manner.
8. Attendees may be required to leave if the Council enters Executive Session for the purpose of discussing personnel, legal, financial, real estate, or other confidential or sensitive matters. Attendees may rejoin the meeting when Executive Session is concluded.
9. Requests for information from the Council and answers to questions will be discussed at the following meeting. The Council speaks with one voice and we want to make certain that we have given your comment the attention it deserves. This is the opportunity for the Council to listen to you.
10. There is also a second opportunity to to speak during the Council or Cooperative Community Comments at the end of the meeting. Again, please limit your comments during this period to five minutes.
11. If the meeting runs beyond 8:00 p.m., a member of the Council or Hunger Mountain staff is required to escort you to the exit of the building as the store is already closed.

Again, thank you for your participation in our co-op!



Hunger Mountain Co-op • Information for Guest Presentations

The Hunger Mountain Co-op welcomes member participation in council meetings. Monthly meetings begin with cooperative community comments where members can bring up thoughts, concerns and ideas. There is also a dedicated period at the end of each monthly meeting to hear member's comments. A guest policy document beginning with "Welcome! And thank you for attending" provides guidelines for good council meetings and member participation. The following is an explanation of item five of the guest policy, which concerns guest presentations longer than 5 minutes.

The council may invite a guest to present and allocates a slot in the agenda for that purpose. Guests are asked to prepare their presentations in advance and submit a copy to the president for distribution to the council seven days prior to the executive committee meeting. Presentations must take place during the allocated time in which the council recognizes the speaker. Once the allocated time has ended, the facilitator will thank the presenter and invite the council for questions directed to the presentation. If there are no question, the guest presenter is dismissed by the facilitator with gratitude.

For council review :

- If the council has invited a person to present, they take the time to review the presentation and make recommendations accordingly.
- Guest Presenters are recognized for their expertise in a particular field pertinent to council business.
- Written presentations should be sent to the council in advance of a meeting, allowing reasonable time for review.
- Presentations are not Q&A sessions. They are discrete reports on a given topic.
- If after the close of the presentation, the council has important questions for the presenter, council members should be permitted to ask those questions. However, it is not uncommon at school board or city council meetings for no questions to be asked, whereupon the council deliberates on the matter if it so chooses at a designated time in the agenda.
- A member of the council must move to add any issue referenced in the presentation to the agenda, either in other business (if it is a matter of urgency) or placed on the agenda for a future meeting.
- The facilitator may ask the council for any motions or considerations at the end of the presentation. If the council does not motion to entertain the matter further, the matter rests.

Adopted February 2021