



Council Guest Policy June 2023

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. To ensure all this work is completed, our monthly meetings cover a lot of ground and need to run efficiently. We value feedback from members and other guests and want to give each of you a voice. Please observe the following rules so that we have an efficient meeting in which you may participate.

1. Meetings can be attended in person or via Zoom. Please check the agenda for location details and arrive on time. The meetings generally start at 5:30 p.m. sharp, and members who arrive late may not be able to be heard during the allotted time.
2. All attendees must identify themselves to the notetaker when meeting attendance is taken.
3. Members 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.
4. 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.
5. 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 not less than three weeks prior to the scheduled Council meeting 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. See below for more information about presenting to the Council.
6. 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.
7. Attendees may be required to leave the room 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 the executive session is concluded. (Breakout rooms will be utilized for executive sessions on Zoom).
8. Requests for information from the Council and answers to questions will be discussed at the end of the meeting or 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 an opportunity for the Council to listen to you.

9. There is also a second opportunity 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.

10. If you attend in person and 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.

Presentations to the Council

The Council may invite a guest to prepare a presentation and allocate a time slot in the agenda for that express purpose. Guests are asked to prepare their presentations in advance and submit a copy to the president for distribution to the Council no less than seven days prior to the meeting. This will allow the necessary time for the Council to review the material. 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 questions, the guest presenter will be dismissed by the facilitator with gratitude.