

PROCEDURES DURING MEETINGS
BOARD POLICY NO. 1.015

It shall be the policy of the Executive Cabinet that all citizens including NAAEC employees and pupils are invited to attend meetings of the Executive Cabinet at all. In order to preserve the democratic process through orderly discussion, the following procedures shall be followed by the Executive Cabinet:

1. After the meeting has been officially opened the President of the Executive Cabinet or the presiding officer shall briefly state the position of the Executive Cabinet. If official action on the issue has not yet been taken the President may so state and may summarize briefly the arguments for and against the issue to be decided.
2. The Secretary of the Executive Cabinet shall secure the names of all those persons wishing to be heard before the Executive Cabinet on the form provided for that purpose prior to the time the agenda item is presented by the President of the Executive Cabinet for consideration. The President of the Executive Cabinet shall exercise his/ her sole discretion in recognizing persons rising to be heard without prior written notice unless otherwise directed by a majority vote of the Executive Cabinet.
3. After the speakers for and against the issue have been heard, the President shall indicate that questions pertaining directly to the issue involved will be answered by the Executive Cabinet. Anyone speaking to the Executive Cabinet may not speak for more than five (5) minutes unless that time limit is waived by the Executive Cabinet President or a majority of the Executive Cabinet. No speaker may transfer his/her five (5) minute speaking time to another speaker.
4. All petitions to the Executive Cabinet shall be considered only if presented to the Secretary in writing in time to be placed on the agenda. Petitions not presented in time shall be considered at the next regular meeting called for consideration of the request.
5. Undue interruption or other interference with the orderly conduct of Executive Cabinet business cannot be allowed. Defamatory or abusive remarks are always out of order. The Chair may terminate the speaker's privilege of address if, after being called to order, he/she persists in improper conduct or remarks.