

## RULES FOR CTM MEETINGS

- **Agenda Setting** – The president is responsible for developing the agenda for each monthly and special CTM meeting. Each month about two weeks before the meeting the president will send a proposed agenda to the Executive Committee and request input including other items for consideration. Following Executive Committee input the President will prepare a final agenda approximately one week before the meeting. This will be sent to all subscribers to the CTM e mail list (including trustees) via e mail. If there are special presentations or reports the president may provide a brief description of the topic in the agenda as well as any time or other limits that may be appropriate.
- **Meeting Protocol** - The president will serve as moderator for CTM meetings and all presentations unless that role is delegated to another Executive Committee Member. The moderator will insure that the meeting protocol described in this memo is followed.
- The moderator will call the meeting to order at the time scheduled (normally 7:30pm).
- All reports and presentations will be initiated by the moderator who will call on the individual giving the report/presentation. The moderator will generally follow the agenda for the meeting.
- All presentations/reports will be allowed to be given uninterrupted by questions from the Trustees and Audience unless the presenter specifically requests to take questions during the presentation/report.
- Following each report/presentation the moderator will ask if there are any questions. Questions can only be asked, or comments made following recognition by the moderator. Questions will be open first to Trustees. Each Trustee will be given an opportunity to ask questions. Following Trustee questions the Q&A will be opened to the audience. Members of the audience who wish to ask a question will raise their hands. The moderator will recognize members of the audience for their questions in the order he sees their raised hands.
- Following Q &A a trustee may propose the adoption of a motion. Each motion needs to be seconded by a trustee other than the trustee who presented the motion. Following a motion and a second the moderator will ask the trustees to vote on the motion in accordance with CTM Bylaws. There may be a request for added questions and or clarification prior to the vote. The motion may be amended or withdrawn as a result. The motion (amended) will then be voted on.

- **If a Trustee has a conflict of interest with any motion put for vote he/she should excuse themselves from the vote. No explanation need be given for a trustee excusing themselves from a vote. The vote of the excused trustee will be counted as an abstention.**
- **Following Q &A and any motions the moderator will recap the next steps, if any, in the process.**
- **The moderator will then initiate the next report or presentation until the agenda has been covered or the time limit reached.**
- **Meetings are scheduled to end no later than 9:30pm. It is important that meetings end on time because of commitments made to the Recreation Center. A Trustee is required to make a motion to bring the meeting to closure. A different trustee needs to second the motion. The moderator will then call for a vote of the Trustees to conclude the meeting.**
- **The Recreation Center must be cleaned up following the meeting. Trustees are asked to help take down tables and chairs promptly following the meeting.**
- **Special Presentations - For special reports or presentations the moderator will normally give the meeting a very brief overview and the process to be followed. If special rules are to be followed the moderator will describe those rules, i.e.: a time limit on the presentation or Q&A.**
- **If the protocol described above is not followed by trustees or members of the audience the moderator will warn the out of order person that they may be asked to leave the meeting if their disorderly conduct continues. If the disruptive conduct continues the moderator will ask the person who is out of order to leave the meeting. Also persons who act in a disrespectful or unruly manner may be asked to leave the meeting.**