

Reference: EXECUTIVE
Section: BOARD OF COMMISSIONERS
Title: BOARD MEETING PROTOCOL
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I. PURPOSE

The purpose of this policy is to provide guidance as to the proper protocols and etiquette when attending board and committee meetings.

II. BOARD MEETING PROTOCOL/POLICY

The following protocols should be followed when attending official NFTA board and committee meetings:

- Business attire is mandatory. Clothing must be clean, pressed and in good condition.
- Staff members should arrive at the meeting no later than five minutes before the official start of the meeting. If a staff member is late and the meeting has started, the staff member should not enter the meeting to avoid interruption.
- When addressing the board, staff members that are not at the board table shall stand in order to be recognized by the board members.
- Cell phones should not be brought to the meeting. If a cell phone is required, it should be muted.
- Business Center Directors and the Executive Director will determine the appropriate staff that will be required to attend the committee meetings and official board meetings.
- All committee and board presentations shall be sent to the appropriate administrative assistant no later than the Friday (by noon local time) of the preceding week of the board meeting date. Staff should ensure the presentations are free of typographical/grammatical errors and checked mathematically where applicable.
- All visual presentations will be pre-loaded to the Shared Drive folder called "Boardroom" and tested prior to the board meeting.
- If an executive session is called, staff shall leave the room unless specifically invited to stay at the discretion of the Board and Executive Director.
- Lunch/snacks are provided for the benefit of NFTA Commissioners.
- Viewing committee and online board meetings is strictly prohibited during work hours unless prior approval by the Executive Director has been granted.