



Meeting Etiquette CFHPC Policy-24

<i>Bylaws Reference</i>	N/a
<i>Scope</i>	N/a
<i>Effective</i>	2/28/18
<i>Revised</i>	12/4/18, 1/30/19, 11/29/23

Purpose

1. To establish a set of guidelines on the expected behavior of Planning Council Full/Regular and Associate members attending Planning Council activities.

Policy

1. To ensure maximum participation of all members at Planning Council activities, members shall follow established procedures.

Procedure

1. Be prepared. Review the agenda, minutes, and all other documents received prior to the start of the meeting.
2. Be on time.
3. Mute cell phones and devices and be mindful of device usage. Members should minimize distractions, including but not limited to using cell phones during meetings for unrelated business. Individuals participating virtually must leave their devices on mute unless recognized to speak.
4. Be polite. Do not speak when someone else is speaking. Refrain from having sidebar conversations as this violates the Sunshine Law.
5. Refrain from making comments that may be adversarial in nature.
6. Do not discuss subrecipients (agency/provider) or their employees. It is important to remember that the Planning Council's focus is on services and not providers. It is inappropriate to mention funded subrecipients or their employees by name.
7. Speak clearly and audibly. Remember the meeting is being recorded and the recording needs to be clear.
8. Address the Chair as "Chair" or "Chairperson". "Customs of formality that are followed by the presiding officer and members under parliamentary procedure serve to maintain the chair's necessary position of impartiality and help to preserve an objective and impersonal approach, especially when serious divisions of opinion arise. For this reason, The Chair shall always refer to themselves in the third person."*



9. Be recognized by the Chair before speaking. In order to facilitate the taking of minutes, the phrase "The Chair recognizes..." should be used and then the person that has been recognized may speak.
10. If participating via teleconference or webinar, sign on before the first roll call is taken and remain on the line for all subsequent roll calls to be recognized as in attendance.
11. For a community member wishing to address the Planning Council, complete a comment card and wait to be recognized by the Chair. Community members who participate online should use the "raise hand" feature or the comment box in the virtual platform.
12. Address all comments directly to the Chair. Members shall address each other only through the Chair.
13. Have the Chair clearly restate a motion before calling for discussion. This eliminates any confusion on the motion for discussion. The individual seconding the motion shall be clearly identified.
14. Make all requests to Planning Council Support through or by the Chair.

**Robert's Rules of Order Newly Revised Current Edition*