

Guidelines for Conduct of Annual and Special Meetings of the Members

Pursuant to Article 12 of the TPIA By Laws, the Board of Directors has the right to set limits on what subjects may be addressed, how long public comment will be, and how many times people may speak. Both members and non-members may speak. All speakers must address their remarks to the Chair/President. Non-members wishing to raise an issue not addressed in the agenda at a membership meeting will make that request at the beginning of the meeting when the agenda is announced. Anyone wishing to raise an issue at the meeting and requesting more than three minutes to introduce the issue shall inform the Board no later than twenty-one days before the meeting. The request must include the topic to be addressed. If approved, the non-member can present the topic for discussion at the end of the meeting.

Speakers must limit their remarks to the question, motion or the agenda item being discussed at the time. Members may speak no more than twice per motion, for 3 minutes each, and comments must remain germane to the topic. The chair will allow all members to speak before a speaker will be allowed to speak for a second time on the same topic motion or agenda item. If a speaker wanders off-topic, the chair shall interrupt to remind them of the specific motion or topic under debate. Discussion must be limited to the merits of the pending motion. Personal attacks or questioning a speaker's motives are always out of order.

- **Call to Order:** The chair must warn, then "call to order" a member who is violating these rules of order, such as using profanity, interrupting, personal attacks or being hostile.
- **Point of Order:** Any member may interrupt proceedings by raising a "Point of Order" if the chair fails to stop disorderly conduct.