

**Unitarian Universalists of New Braunfels  
Guidelines for Visitor Participation  
at Board of Trustees Meetings**

**Introduction:**

The Board of Trustees welcomes Voting Members of the UUNB congregation, designated herein as Visitors, to attend regular Board of Trustees meetings. The following guidelines were prepared by the Board to help Visitors understand Board meeting etiquette so that the Board may:

- conduct meetings in an orderly manner
- complete business in a reasonable amount of time
- provide an opportunity for member presence and participation.

**Guidelines**

- I. Visitors' seating will always be made available. Trustees sit at a table designated for governance.
- II. The Board President prepares and distributes agendas for meetings to Trustees in advance of regular meeting time. If Visitors wish to put an item on the Board agenda, they may contact the President or Secretary in advance to do so.
  - A. The decision to add an item on the agenda is made by the President.
  - B. If approved, the names of the Visitors will be added to the agenda along with a specified time slot for the item to be discussed.
  - C. Visitors will be asked to move from the Visitors' section to the Board table during the time allocated for their item. A maximum of 2 Visitors may be present at the Board table per agenda item. Once discussion of their item has concluded, the Visitors will return to the Visitor section.
- III. Visitors are welcome to audit Board meetings but may not participate in the proceedings unless recognized by the President.

Adopted \_\_\_\_\_