

## **Procedure to Appear on the Agenda of Housing Authority Board Meetings**

Regular Board Meetings are held on the second Tuesday of each month at the Housing Authority Central Office at 6:00 PM. The Board shall encourage the citizens of the community to appear and bring before the Board any matter deemed important to the improvement of the Housing Authority. The Board shall vest in the Chairman or presiding officer of the Board full authority to terminate the remarks of any person when such remarks have as their objective a personal attack on any person associated with the Housing Authority.

All delegations or individuals who wish to appear before the Board should submit their requests to the Executive Director at least twenty-four (24) hours prior to the meeting date. Such requests shall specify the nature of the business to be taken up with the Board and the names of those who wish to address the Board. They will be informed it should not exceed five (5) minutes. Each delegation which appears before the Board shall select one of its members as a spokesperson and provide his/her name to the Executive Director. The spokesperson shall adhere to time allotment as specified by the Board Chairman.

The Chairman of the Board shall not be obligated to recognize any person who desires to take up any business with the Board unless the time has been properly placed on the agenda for that meeting. Any individual who does not conduct themselves in an appropriate manner will be asked to leave.