

**PUBLIC PARTICIPATION POLICY
UNITED WAY OF LAWTON-FORT SILL
BOARD OF DIRECTORS MEETINGS**

The United Way of Lawton-Fort Sill Board of Directors (The Board) fully complies with the Oklahoma Open Meeting Act. Citizens are encouraged to attend meetings of the Board and to listen to and observe its deliberations. In the interest of conducting orderly meetings, spontaneous discussion from the floor shall not be allowed.

Anyone wishing to be heard by The Board on issues not on the agenda must contact the Executive Director within 72 hours (excluding weekends and holidays) prior to the next regularly scheduled board meeting, and must complete a *Comments from the Public* request form. The Executive Director and/or the Board President will determine if the item merits being placed on the agenda as a *Comments from the Public* topic or whether more appropriate options are available.

Individuals or organizations desiring to be heard by The Board regarding specific agenda items shall sign in with the Executive Director, (or his/her designee), no later than 30 minutes prior to the scheduled start of the meeting. The Board President will then acknowledge those individuals who have signed in when The Board considers the item.

Each speaker will be allowed a maximum of three minutes to address The Board. Only one person may speak on behalf of any organization. Collectively no more than 30 minutes will be allowed for *Comments from the Public* or 15 minutes for any item on the agenda at any meeting.

Speakers will not be permitted to make defamatory or abusive remarks or use vulgar language. Comments must be limited to the items which directly relate to matters within the purview of the Board. The President of the Board will maintain the prerogative to discontinue any presentation which violates the public participation guidelines.

United Way policies, state law and federal law have established separate and distinct procedures and forums for the resolution of employee grievances, complaints, suspensions and terminations. To ensure fairness to all parties and to avoid circumvention of those separate procedures, the Board will not entertain discussions by individuals who are not Directors no person will be allowed to speak to the following:

- (a) An issue in a pending lawsuit, complaint or investigation filed with an outside agency where the United Way, any of its employees or contractors, or any member of the Board is a party
- (b) a pending grievance
- (c) a pending employee complaint filed with the school district or an outside agency
- (d) a complaint against an individual employee(s)
- (e) employee disciplinary action, suspension or termination

The intent of this policy is to allow any and all persons a fair opportunity to be heard, to allow the Executive Director to act when policies have been established by The Board on the subject of the request, and to provide adequate time for The Board to obtain necessary information concerning the subject and/or to find solutions to specific issues.