

TCCP Board of Directors

Policy: Owner Attendance & Presentations at Board of Directors Meetings

I. Owner attendance at meetings of the Board of Directors

- A. Owners, including staff who are owners, are welcome to attend regularly scheduled meetings with the exception of Executive Session portions.
- B. Owners are requested to contact the Board Administrator at least one day in advance of the meeting to reserve a spot.
- C. Upon arrival, owners are requested to confirm their ownership with the Board Administrator and sign a guest log.
- D. Board meeting dates are published in the newsletter and online. The website is updated to reflect changes and owners are advised that meeting date, time, and location are subject to change.
- E. Non-owner guests are requested to contact the Board Administrator one week in advance of the board meeting for a guest pass.
- F. Board Chair has discretion within the constraints of the agenda to recognize owners during discussion.

II. Owner presentations to the Board of Directors

- A. Owners who would like to address the Board should contact the Board Administrator, who will forward the request to the Ownership Committee chair or, if concern is operational, to the CEO.
- B. The Committee will address the concern and respond within one week.
- C. If an owner would like to present to the Board, the Ownership Committee chair will work with the Board President and Board Administrator to allocate time on the agenda of the next regularly scheduled meeting.
- D. Board Administrator will guide the owner in the following procedure prior to the meeting:
 - Provide a written summary of the topic(s) to the Board Administrator ten days prior to the Board meeting for inclusion in the meeting materials.
 - Make a 10-minute presentation at the Board meeting, and answer clarifying questions.
- E. Board will discuss and respond within one week.
- F. The Board will make every effort to accommodate owner presentations as quickly as possible, however full agendas may occasionally dictate options for owner presentations.