

RULES OF ORDER FOR CCSPOA ANNUAL MEETING

- **Focus on CCSPOA-wide issues (not individual problems, etc.)**
- **Demonstrate courtesy to all attendees – even if you disagree on a point**
- **Limit discussion to agenda items while they are being presented**
- **Use the parking lot process to capture non-agenda items, concerns, questions**

Parking Lot Process to Capture Member's Comments and/or Questions

- **Place short written version of comment/question on parking lot board so the minutes don't misquote the member**
- **During the parking lot session, the member may also go to the microphone and speak to the group for a time limited to five minutes, at which time a bell will ring and the speaker will be allowed one additional minute to close (total time = six minutes).**
- **The board member conducting the annual meeting is responsible for enforcing the speaker's time allotment**
- **All parking lot items will be made part of the minutes**
- **Board will consider and respond to parking lot questions/comments as appropriate**
- **All action items and/or issues arising from the parking lot will be made part of the minutes**