



## **STEPS Board of Directors Meeting**

**STEPS, Inc. will hold a Board of Directors Meeting on April 26, 2018 at 225 Industrial Park Road, Farmville, Virginia 23901 at 6:00 PM. Please refer to the following information regarding Public Comment at the meeting.**

### ***Public Comment Protocol***

**To speak during a STEPS Board of Directors Public Comment Period please be advised:**

- 1. Anyone wishing to speak at a Board of Directors Meeting is encouraged, whenever practical, to provide the STEPS President and CEO with a written summary of their comments prior to their appearance before the Board of Directors. A written summary shall be submitted to [sharrup@steps-inc.org](mailto:sharrup@steps-inc.org) or mailed to Sharon Harrup at the address above.**
- 2. If the speaker cannot provide such written comments prior to the Board Meeting, he/she is encouraged to provide a written summary before or after their presentation/comments to the Board, whenever practical.**
- 3. A sign-up sheet is located at the back of the Boardroom.**
- 4. All speakers must clearly give their name and address or sign in to speak.**
- 5. All comments must be made from a location as directed by the Chairman.**
- 6. For the record, before you speak, clearly state your name and address.**
- 7. No speaker shall use any language or gesture calculated to wound, offend or insult.**
- 8. Please limit speaking time to a maximum of three (3) minutes, unless otherwise directed by the Chairman.**
- 9. Please direct all comments and/or questions to the Chairman of the Board, unless otherwise directed.**
- 10. Speakers may address the Board once during the Public Comment Period.**
- 11. Please be respectful of speakers at all times and allow all opinions to be expressed in a tolerant and calm atmosphere.**

**Speakers may be answered in the Board Comment Period or by Staff at a later date.**