

HABITAT FOR HUMANITY OF BOONE COUNTY
BOARD MEETING PUBLIC PARTICIPATION POLICY

POLICY:

Habitat for Humanity of Boone County (“HFHBC”) and its Board of Directors recognize the value of public commentary on organization-related issues and the importance of allowing members of the public to express themselves on organizational matters. Regularly scheduled meetings of the Board, sitting as a deliberative body, however, shall be strictly confined to the business at hand and without participation of the public unless invited and advance approval from the board to participate is agreed upon pursuant to this Policy.

PURPOSE:

The purpose of this policy is to establish consistent procedures for public participation in Board meetings, including written correspondence and requests to address the Board during Open Session. This policy is intended to promote transparency, ensure orderly conduct of Board business, and provide equitable opportunities for engagement from the public, employees, community organizations, and the vendors

SCOPE:

Members of the public, HFHBC employees, community agencies, and others attending Board Meetings.

WRITTEN CORRESPONDENCE TO THE BOARD:

1. The Board welcomes and encourages written correspondence from members of the public.
2. All timely correspondence (received at least ten (30) calendar days prior to a regular meeting will be distributed to the Board members in advance of the meeting
3. Such correspondence will be listed on the meeting agenda under “Board Correspondence” including:
 - a. Date Received
 - b. Author(s)
 - c. Brief Description of the Subject
4. During the meeting, the Meeting Chair will acknowledge the correspondence listing and confirm that all members have received the communication
5. The Chair may provide an opportunity for Board discussion or suggested action related to any correspondence item or, in the alternative, any board member may move, subject to the standard requirement of a second, to open discussion or take action on such item.

OPEN SESSION AGENDA REQUESTS:

Employees, organizations, community agencies, or others who wish to address the Board during Open Session must submit an agenda item request as follows:

1. Submit the request in writing via the website to be received at least thirty (3) calendar days prior to the scheduled meeting
2. Include the presenter's name, additional attendees, topic to be addressed, and specific Board action being requested
3. Requests will be reviewed and routed through the Executive Committee (President, Vice President, Secretary, Treasurer, and Executive Director/Administrator) for consideration and potential placement on the Board Agenda
4. The Executive Committee is not obligated to respond or take any action on any Agenda Requests
5. The Board is not obligated to respond or to take action on any issue raised during Open Session
6. Attendance shall be strictly pursuant to the request made and the Board will close the meeting upon the conclusion of any Open Session/Agenda Request

CONDUCT EXPECTATIONS:

All individuals addressing the Board, whether by written correspondence, or as part of an agenda item, are expected to conduct themselves in a respectful and civil manner. Disruptive, threatening, or inappropriate behavior will not be tolerated. The Board reserves the right to issue a warning or excuse any individual from the meeting if their behavior compromised the decorum, safety, or efficiency of the proceedings. The Board may request the assistance of law enforcement officers in such removal.

Adopted: July 2026