

## Just Food Co-op Board Meeting Guidelines for Guest Members

Welcome to the Board of Directors' meeting of Just Food Co-op! We're glad you are here taking an active interest in your Co-op. Following are a few guidelines to help make our Board meeting more meaningful for you.

Please sign the guest register with your name, email address, and owner number so we can follow up with you if needed.

Feel free to review the Board agenda during the meeting, but please leave the agenda in the room when you leave.

To help us be efficient in our work, the Board follows a carefully prepared agenda. We ask that all guests be respectful of the Board's process and not interrupt during discussions and voting.

We welcome your questions and comments during our Owner Forum item on the agenda. If we have a lot of members attending, we may have to ask you to please limit your comments to two minutes. If you feel that two minutes is not enough time, we ask that you request an agenda item be added to the following meeting so that the Board may allow the appropriate time to hear your comments.

Requests for information and answers to questions from the Board of Directors may be discussed at a following meeting, in order to make certain that we have given your comment the attention it deserves.

The Board may decide that your concern is an issue that has been delegated to the General Manager (GM), and therefore refer you to the GM for next steps or response.

Some of the information discussed at Board meetings is related to confidential information. We reserve these conversations for Executive Session, and will request that guests excuse themselves during this agenda item.

We look forward to seeing you at our next meeting!