

Meeting Introduction

The intent of this guide is to help board chairs set clear processes and expectations for each public meeting.

It is good practice to assume each meeting includes a member of the public who has never attended a public meeting before.

The board chair is responsible for helping them understand how the meeting will operate, what kinds of behavior are appropriate for both board members and the public, and clarify when they will be able to share their comments, if they so choose.

You will find the following included in this guide:

- A sample board meeting introduction language script that can be modified to reflect the specific practices of each board.
- A sample agenda with formatting to match the script.
- A sample policy for public participation that would have been previously adopted by the board and is included on the back of each meeting agenda.

Board Chair Meeting Intro Script

Call to Order

(Chair bangs gavel once)

"I call this meeting of the _____ Board to order.
Clerk, please record that all board members are present except board member _____."

Pledge of Allegiance

"Please stand and join me in the Pledge of Allegiance."

(Recite pledge of allegiance)

Opening Statement & Meeting Expectations

"Thank you for joining us this evening. Before we begin, I want to outline how tonight's meeting will proceed and how the public may participate.

Agendas are available _____ for anyone wishing to follow along.

We will begin with a general public comment period. This time is for the public to speak on any matter under the jurisdiction of the _____ Board that is not on tonight's agenda, in accordance with Section 2-3103, MCA.

If you cannot stay for a later agenda item, you may comment on that item now.

Each speaker is limited to three minutes per topic.

If you comment on an agenda item during this initial period, you may not comment on it again when the item appears later.

Throughout the agenda, you will see bold, italicized, underlined text indicating additional public comment periods tied to specific items. I will open those comment periods before the board votes and ask if there is any public comment. That is your time to share your thoughts with the board about the topic being considered.

Please review the public participation guidelines printed on the back of the agenda. Comments must be courteous, relevant, and concise. A timer will be used to ensure fairness. Please conclude your remarks when the timer sounds.

With that, and without objection from the board, we will proceed with the agenda."

Sample Meeting Agenda

with formatting

MEETING AGENDA

Community Center Advisory Board

Thursday, October 22 | 6:00 pm

Community Center Meeting Room

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

Public Comment: Open floor to public comment on matters on the agenda and not on the agenda but under the jurisdiction of the board.

IV. MINUTES (est. 5 minutes)

- Consider approval of minutes from the 9/24/26 Advisory Board Meeting.
Public Comment: Open floor to public comment prior to call for vote.

V. ANNOUNCEMENTS (est. 5 minutes)

- Next scheduled Civic Center Advisory Board meeting on Thursday, November 19th at 6:00 pm.

VI. DEPARTMENT AND COMMITTEE REPORTS (est. 10 minutes)

- Report from the facilities manager on recent maintenance projects and upcoming upgrades.

VII. COMMISSION CORRESPONDENCE (est. 10 minutes)

- Discussion of correspondence received, including a recognition from the National Community Gathering Spaces Association noting the exceptional versatility and accessibility of the Community Center to the community.

VIII. UNFINISHED BUSINESS

1. N/A

IX. NEW BUSINESS

1. Recommendation to Raise Use Fees (est. 15 minutes)
 - **POTENTIAL ACTION:** Consider recommending to the city council to raise use fees to cover increasing operations expenses.
Public Comment: Open floor to public comment prior to call for vote.

X. ADJOURN MEETING

Sample Public Participation Policy

Public Participation Guidelines

_____ Advisory Board Rules of Procedure

Adopted Sept. 28, 2022

Section 7.01 Guidelines for Public Participation. The following guidelines shall serve to assure reasonable and fair public participation in the decisions of the _____ Advisory Board.

1. The public shall be invited to speak on any item under consideration by the Board after and only after recognition by the presiding officer. Improper interruptions to the conduct of board business will not be allowed.
2. The speaker should step to the front of the room, and for the record, give his or her name and, if applicable, the person, or organization he or she represents.
3. Written statements are welcomed and should be provided to the presiding officer at least 3 hours prior to the meeting for distribution to the entire board. Written statements may be emailed to chair@helenaciviccenter.com or delivered to the Clerk of the Commissioners' office in the City-County Building. Submitted written comments will be noted in the minutes of the meeting. Notes may be used during the public comment period. However, previously submitted written statements that are also read aloud during public comment shall be deemed unduly repetitious. All prepared statements shall become a part of the permanent record.
4. While the Board is in session, members of public must preserve order and decorum. No person shall delay or interrupt the proceedings or the peace of the Board nor disturb any member of the public or of the Board while speaking or refuse to obey the orders of the presiding officer of the Board.
5. Any person who while testifying shall use indecorous or abusive language or who shall become boisterous or disruptive shall be barred from further presentation to the Board by the presiding officer, unless permission to continue be granted by a majority vote of the Board.
6. Public comment is limited to 3 minutes per person per agenda item when public comment is called for by the chair or other appointed presiding officer. Repetitive or off-topic comments are not aloud and will be interrupted by the Board chair.



Local Government Center

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