



## **Rules of Conducting Membership/Public Meetings**

Council of Sacramento Valley Islamic Organizations (COSVIO)

**September 15, 2024**

**The following rules of conduct shall be observed by all meetings attendees:**

1. COSVIO meetings with membership organizations are public meetings. They can be attended by membership organizations, members of the Muslim community, and non-membership organizations.
2. Agenda items of the Membership/Public Meetings will be set by the Board of Directors (BOD) and the active member organizations. The BOD shall prepare an agenda, seek additional items from the active member organizations and share with the member organizations prior to the meeting.
3. Active member organizations, the public can suggest additional items to the agenda at the beginning of the meeting. These items could be added to the meeting agenda at the end of the list of agenda items discussed only with 2/3 approval of the attending BOD Officers.
4. BOD and representatives of active member organizations are the only persons who can deliberate items. Inactive members, observers and the public can attend meetings as observers; they cannot participate in the deliberations of the items. After BOD and active member organizations deliberations, attendees can comment on the item under deliberation before actions are taken. Each attendee is only allowed one minute for each agenda item. Attendees are encouraged to write comments and share observations to the Secretary.
5. Minutes will include discussion highlights, motions stated, and voting tally. Names of motion makers and the motion seconders will not be included.
6. BOD and active member organizations shall confine their deliberations within the agenda items (or subjects) under discussion. The presiding officer has the right to rule a comment to be "out of order" if it is not related to the agenda item under discussion.
7. BOD officer or active member organization representative shall raise his or her hand to capture the attention of the presiding officer to be recognized before addressing the Board. No exceptions.
8. A BOD officer or a active member organization representative shall direct his or her comments to the presiding officer ONLY even when referring to meeting attendees. Anyone who is speaking should use titles to address others, Br., Sr., Mr., Ms., Mrs., Imam, Dr., etc.
9. For every issue under deliberation, a BOD Officer, an active member organization representative, a committee chair reporting a committee report, or an employee reporting to the BOD shall be allowed to speak until his/her comments are out of order or repetitive or until a motion is passed to close the discussion (2/3 majority needed). Each comment shall not exceed 2 minutes.
10. Personal issues of BOD officers or other active member organization representative are prohibited from being discussed during meetings and will be considered out of order.
11. Islamic manners must be followed during COSVIO Membership/Public meetings.
12. A simple majority of active member organizations and BOD officers have the right to ask any meeting attendee who intentionally violates meeting rules to leave the meeting room.
13. During Membership/Public meetings, all cell phones should be set to off, silent, or vibrate ring mode.

**These rules can be amended by EC Officers (with simple majority).**