



# Meeting Rules & Guidelines

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***The CPC and its members will be respectful of and courteous to all. CPC meetings are public. It's important to represent the Committee with respect and decorum.***

## General Meeting Rules

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1. Meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month unless otherwise stated.
2. Motions are passed by a simple majority (50%) of the full Committee.
3. Meetings will run from 7:00 pm 9:00 PM.
  - \* Should more time be needed, a majority must vote in favor before 9:00 PM.

## The Chair

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1. Is responsible to post meeting agendas (w/supporting documentation) 48 business hours in advance.
2. Is responsible to submit CPC agenda and meeting details to CPC members.
3. If any CPC members participate remotely, the Chair must take a Role-Call Vote.
4. Ensures time and topics remain on target and do not stray from the agenda.

## Clerk

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1. Will record discussions, decisions, and tasks.
2. Will submit minutes to City Clerk to have posted on city website.

## All CPC Members

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1. Be on time and prepared to contribute meaningfully to meeting discussions.
2. Stay mentally and physically present. Don't attend to non-meeting business.
3. No multitasking. Mute cell phones.
4. Listen attentively to others and don't interrupt or have side conversations.
5. Share time. Let everyone participate.
6. Keep comments brief and to the point.
7. Respectfully challenge and attack the problem, not the person.
8. Close decisions and identify action items.
9. Own your action items: schedule follow up meetings and close the loop.
10. All New members, as part of their orientation, will attend the CPC training (i.e., CPC Boot Camp).
11. All public facing media\* will be reviewed and approved prior to distribution, publication, or dissemination, by a quorum of the Framingham Community Preservation Committee (CPC).
  - \* *Public Facing Media includes, but is not limited to any CPC related printed, spoken, audio or video content, made available to any citizen outside of the CPC members.*
12. Members will not have external conversations regarding specific CPA projects.
13. Intellectual property (photos, written word, etc.) must be used with the explicit written permission of the creator.

## ZOOM Meeting Guidelines

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1. Participants should join the meeting 5 minutes before the start of the meeting.
  - \* Check audio and video and, if needed, deal with any technical difficulties.
2. If late, raise your digital hand to inform the Chair of the time you arrived.



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3. When not speaking, all microphones will be on mute.
4. All videos will be turned on unless there is a technical difficulty.
5. Only speak when recognized by the Chair.
6. To speak, raise your digital hand. When the chair recognizes you, unmute and lower digital hand.
7. Advise the chair when done speaking.
8. The Chair, assisted by the Vice Chair will keep track of the order in which the hands are raised.
9. Intellectual Property: The use of intellectual property will only be used with the express written permission of the owner of said intellectual property.  
What is intellectual property? Intellectual Property includes pictures, videos, written word and more. When in doubt, get permission. References: 1) <https://www.wipo.int/about-ip/en/> 2) Framingham City Solicitor

## Meeting Agenda Guidelines

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### CALL TO ORDER

By the Chair who notes the time.

### AGENDA

Read by the Chair

### PUBLIC PARTICIPATION

- Members of the Public who wish to speak on a topic NOT on the Agenda should let the Chair know.
- Do not respond
- Total time allowed for this item is 15 minutes.
- This time will be divided by the number of participants with no one speaking longer than 3 minutes.

### DISCUSSION

- Topics are discussed by the order on which they appear on the agenda.
- Time allowed (TBD by topic)

### REPORT FROM THE CHAIR/VICE CHAIR

- Time (TBD)

### MEMBER PEROGATIVES

- Members can propose but not discuss possible Agenda Items for the next meeting
- Members can report on the work being done by working groups such as Rules and Master Plan.

### APPROVAL OF MEETING MINUTES

### ADJOURN

Motion to adjourn made, seconded and time of adjournment given by the Chair.

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## Revision History

<i>Date</i>	<i>Description</i>
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# Meeting Rules & Guidelines

<i>2/1/22</i>	<i>Reformatted</i>
<i>11/8/2021</i>	<i>Added "All CPC Members" #10, 11, 12, and accepted by the Framingham Community Preservation Committee</i>
<i>9/27/2021</i>	<i>Initial approval and acceptance by the Framingham Community Preservation Committee: 9/27/2021</i>
<i>8/30/2021</i>	<i>Initial Draft by Rules Working Group</i>