



## **STEPS Board of Directors Meeting**

STEPS, Inc. will hold a Board of Directors Meeting on **July 27, 2017** at **Sheldon's Restaurant, 1450 Four Locust Hwy, Keysville, VA 23947 at 6:00 PM**. Please refer to the following information regarding Public Comment at the meeting.

### *Public Comment Protocol*

To speak during a STEPS Board of Directors Public Comment Period please be advised:

1. Anyone wishing to speak at a Board of Directors Meeting is encouraged, whenever practical, to provide the STEPS President and CEO with a written summary of their comments prior to their appearance before the Board of Directors. A written summary shall be submitted to [sharrup@steps-inc.org](mailto:sharrup@steps-inc.org) or mailed to Sharon Harrup at the address above.
2. If the speaker cannot provide such written comments prior to the Board Meeting, he/she is encouraged to provide a written summary before or after their presentation/comments to the Board, whenever practical.
3. A sign-up sheet is located at the back of the Boardroom.
4. All speakers must clearly give their name and address or sign in to speak.
5. All comments must be made from a location as directed by the Chairman.
6. For the record, before you speak, clearly state your name and address.
7. No speaker shall use any language or gesture calculated to wound, offend or insult.
8. Please limit speaking time to a maximum of three (3) minutes, unless otherwise directed by the Chairman.
9. Please direct all comments and/or questions to the Chairman of the Board, unless otherwise directed.
10. Speakers may address the Board once during the Public Comment Period.
11. Please be respectful of speakers at all times and allow all opinions to be expressed in a tolerant and calm atmosphere.

Speakers may be answered in the Board Comment Period or by Staff at a later date.