

APPENDIX D

Meeting Guidelines and Procedures

There shall be ten regular scheduled meetings each year for the purpose of conducting League Business. These meetings shall be advertised accordingly at the beginning of August. Representation of all members is required. A \$50 fine could be levied against the individual school for failure to have representation.

The League welcomes attendance at its regular meetings and in order to conduct its proceedings in an efficient manner and to facilitate its deliberations, the League has established the following guidelines and procedures.

Guidelines

The League may be governed in its deliberations by Robert's Rules of Order, statute, their respective school districts, the Pennsylvania Interscholastic Athletic Association, and The National Federation of State High Schools Association.

The League recognizes the value of public comment on certain issues and will provide an opportunity for public participation at its regular meetings and has formulated the following procedures to govern same.

The presiding officer will direct the period of public comment and shall be guided by the adopted procedures.

Public comment will not be permitted while an issue is being acted upon on the agenda unless deemed necessary by the presiding officer.

Procedure

Public comment shall be permitted on the agenda at the beginning of the meeting during the President's "Recognition of Visitors" and at the end of the agenda. Persons who wish to address the League and are not on the agenda will be permitted to comment for a maximum of three (3) minutes.

The League requires that participants be residents of its member schools' districts, anyone representing a group or organization within those districts, or anyone having a legitimate interest in a contemplated action of the League.

Participants must be recognized by the presiding officer and preface their comments by stating their name, address, and group affiliation if appropriate.

Persons wishing to formally present an agenda item in the regular meeting shall register their intent by contacting the League president two (2) weeks in advance of the meeting to make their request and provide the topic. Persons who are part of the agenda will be permitted a maximum of ten (10) minutes to present their agenda item.

If any information is to be presented that is in the form of statements or charges that might be considered derogatory, or of another serious nature, such must be presented in writing, specifically stating the charges.

All statements shall be directed to the League through the presiding officer.

The presiding officer shall maintain control of all meetings and may interrupt or terminate a speaker's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant:

- Request an individual to leave the meeting when that person does not observe reasonable decorum.
- Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting as to warrant such action

After visitors have been heard and the League has begun its deliberations, no comments or questions shall be permitted from the floor.

END OF SEASON – COACHES' SPORT WORKSHOPS

At the discretion of the league, the league may conduct an end-of-season workshop for each sport that the league sponsors. The head coach or designee is required to attend the appropriate meeting. Failure to have representation could result in a \$50.00 fine assessed to the school district per violation.

The following agenda will be utilized for all end-of-season workshops:

1. **Call to Order**
2. **League Sport Rules Review & Recommendations**
3. **District XI or PIAA Updates**
4. **Coaches' Association Updates**
5. **New Business**
6. **Old Business**
7. **Adjournment**

End of season workshops are not public meetings. Business regarding League Schedules and/or League Divisions will not be discussed. These topics should be discussed by the coach directly with their Athletic Director and/or Principal and if deemed appropriate the Athletic Director and/or Principal will bring it to the Colonial League Board of Directors.