



**Colorado/Wyoming  
CCIM Chapter**

## **EXECUTIVE BOARD MEETING GUEST POLICY**

Meetings of the Board of Directors are open to guests. Guests are defined as any Chapter member, whose dues are paid, who wishes to listen and observe proceedings, or who has requested to address the Board.

Guests are asked to contact the Executive Director to report their interest and intent to attend the meeting two weeks prior to a scheduled meeting. Guests are asked to respect the fact that Directors must follow an agenda and there may not be time for new business, unless the Guests have previously disclosed the issue to be included in the agenda.

Guests will be forwarded the Anti-Trust and Conflict of Interest Policies and asked to acknowledge receipt and understanding of these policies prior to the meeting.

While guests may not introduce new topics or speak during the general business, they will be called upon under "New Business" to communicate their issues. The agenda items may be reformatted so that Guests may address their issue at the beginning of the meeting, without requiring them to attend the full meeting in order to address their issue.

If there are a number of guests scheduled to speak, it may be necessary to set time limits for each guest.

At times the Board may go into Executive Session (closed door), and excuse all visitors from the meeting.

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Approved: 6/25/2013  
Revised: 1/22/2015; 1/19/2016