

**NORTHWEST JUSTICE PROJECT  
BOARD MEETINGS  
OPERATION POLICY AND CODE OF CONDUCT**

**PURPOSE:** The purpose of this policy is to set out the basic operational rules for Board meetings of the Northwest Justice Project (NJP), a private corporation, and to establish rules of decorum for all persons, including Board members, NJP staff and members of the public attending the meetings. This policy is intended to facilitate the conduct of Board business in an open and orderly manner for all persons in attendance and ensure a safe environment free from interference or disturbances. This policy applies to NJP's regularly scheduled quarterly Board meetings announced on NJP's public web-site, where this policy is also posted.

**POLICY and CODE OF CONDUCT:** NJP's regularly scheduled quarterly Board meetings are open to the public. However, these meetings are not a public forum and are not open for public expression or comment inconsistent with the following operating procedures:

1. Board meetings are conducted pursuant to an approved Agenda; the President of the Board will chair the meetings or in the President's absence the meetings will be chaired by the Vice-President or other designee. All persons attending NJP Board meetings must introduce themselves.
2. Discussion and decision-making will be generally based on procedures suggested by Roberts Rules of Order and official minutes will be recorded.
3. Executive sessions of the Board may, on occasion, be called. Executive sessions are closed to non-Board members, except for any person specifically invited to attend.
4. The Chair may, in its discretion, invite comment on an Agenda item by person(s) other than Board members, NJP Executive Management or invited guests. If so, the Chair will indicate when and for how long the person(s) will be allowed to address the Board. The Chair's decision is final.
5. All persons in attendance will exercise professionalism, respect, courtesy, patience and civility toward each other and as between members of the Board, NJP staff and the public.
6. Conduct that impairs the ability of the Board to conduct its business will not be tolerated. Persons who impair the business of the Board will first be warned by the Chair to refrain from such conduct and if the conduct persists, the Chair will ask the person to leave the meeting. Persons asked to leave the meeting will be escorted out of the building.