

CODE OF CONDUCT FOR PUBLIC BOARD MEETINGS

SCOPE OF APPLICATION:

This policy applies to all persons attending public meetings of the Board of Directors (“Board”) of The Whole Person, Inc. (“TWP”).

POLICY:

This Code of Conduct is intended to promote open meetings that welcome debate of issues considered by the Board in an atmosphere of fairness, courtesy and respect for differing points of view.

1. Public Meeting Decorum

- a. Persons in the audience will refrain from behavior which disrupts a public meeting of the Board. This will include making loud noises, clapping, shouting, booing, hissing, interrupting Board members or other members of the public, or engaging in any other activity that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b. Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact or verbal abuse.
- c. Persons in the audience will silence and refrain from using mobile phones and/or pagers while the meeting is in session.
- d. The foregoing policies set forth in this Section 1 apply to meetings of the Board and meetings of Board committees.

2. Addressing the Board

- a. Persons wishing to address the Board on any item other than a matter on the Board agenda as included in the Notice of Public Meeting may do so by raising their hand if the Board President asks for citizen comments; or by submitting proposed questions or comments to the TWP custodian of records fourteen (14) calendar days in advance of a regularly scheduled Board meeting via email to the TWP Custodian of Records. Upon review of proposed comments, the Board President may, at his or her discretion, add such public comment item to the agenda for the Board meeting and distribute the proposed questions or comments to the members of the Board.
- b. In exercising his or her discretion to permit public comment, the Board President shall consider relevant factors, including without limitation the expected duration of the meeting; number of agenda items to be addressed; the number of speaker requests received; relevance of the proposed subject matter to the operations of TWP; timeliness of the subject matter of the request (e.g., whether the request

concerns an issue that the Board has already decided upon or is to be addressed by the Board at a future date); and whether the subject matter of the request is within the Board's authority to address.

- c. If the Board determines to permit public comment on an issue, and there are requests to speak on opposing viewpoints on the same issue, the Board shall permit at least one speaker from each side to speak.
- d. Each speaker should provide his or her name at the beginning of his or her remarks for the formal record. If a speaker represents an association or group, he or she should identify the entity he or she represents.
- e. Groups of attendees are encouraged to designate a single member to speak on behalf of the group.
- f. Each speaker will be given two (2) minutes to speak on an agenda item, subject to extension at the discretion of the Chairperson.
- g. Speakers should discuss only those topics for which they have requested to speak.
- h. Speakers' comments should be directed to the full Board.
- i. If an individual wishes to submit written comments, he or she may submit it to the TWP custodian of records, and the comments will be distributed to the Board at the discretion of the Board President according to the same factors set forth in Section 2.b above.
- j. The policies set forth in this Section 2 do not entitle members of the public to address meetings of committees of the Board. Board committees may permit public comments at their sole discretion.

Failure to comply with this Code of Conduct, use of inappropriate or abusive language toward members of the Board or Board committee or other attendees, and any conduct which will disturb, disrupt or impede the orderly conduct of Board or committee meetings shall result in removal from the meeting.