

## Participant Guidelines Document

- Rules for participation
  - Per the Nebraska Open Meetings Act: Section 84-1412 establishes the rights of members of the public attending a meeting of a public body.
  - Per the Nebraska Open Meetings Act, public bodies may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, or recording their meetings. **A public body is not required to allow citizens to speak at each meeting**, but it may not forbid public participation at all meetings. As such, **any guest and/or non-voting alternate member shall speak only when recognized by the Committee Chair.**
- Sign sheet
  - Review sign in sheets
    - First, committee members sign next to their name
    - Next, alternates write in their names and sign
    - Lastly, members of the general public write in their names and sign
- Seating
  - Committee members are seated around the table
  - Alternates and members of the general public are seated outside of and/or around the committee members' table
- Order of introductions
  - Chair, Vice Chair, Secretary
    - Name, title, organization
  - Committee Members'
    - Name, title, organization
  - Alternates
    - Name, title, organization
  - Members of the general public
    - Name, title, organization
- Welcome and Introductions
  - Chair, Vice Chair, Secretary, committee members
- Introduce meeting agenda and conduct meeting