

Guidelines for Guests (non-board members) Attending Regular PHCA Board Meetings
(Adopted March 2012)

1. Regular PHCA board meetings are typically held in board member's homes which preclude large numbers of guest attendees. However, limited guest attendance is possible and the following guidelines are adopted to manage the process.
2. A maximum of two (2) guests will be accommodated at regular board meetings.
3. Two types of guests are defined: Subject Matter Experts (SMEs) and regular guests.
4. SMEs are invited by the board to address specific topics and provide information to the board. Nominally, SMEs are scheduled two weeks or more in advance of a board meeting and will be identified with the month's agenda (draft to be posted approximately 1 week prior to a board meeting).
5. In the event of a time-critical SME topic, the PHCA president can approve SME attendance up to the day of the regular board meeting (after the draft agenda is posted). When last minute SMEs are approved, the board will be notified via email and the agenda will be modified at the start of the board meeting.
6. Any PHCA member in good standing may request to attend a regular PHCA Board meeting by contacting a board member no later than two (2) weeks prior to a scheduled board meeting (usually held on the first Tuesday of each month) and identifying topics to be addressed or whether attendance will be for observation.
7. Requests will be forwarded to the PHCA president and will be honored on a first come, first served basis. If more than two requests are received for a board meeting, requesters three and up will be asked to attend a subsequent board meeting.
8. Once approved, regular guests and topics of interest (or observation) will be identified on the draft agenda.
9. Guests agree to abide by the Roberts Rules of Order, specifically board meeting content is to be held in confidence until meeting minutes have been approved.