

## **WORT Policy on Standard Rules of Conduct**

Adopted 2/22/95; amended 4/30/98, 9/17/25, 02/18/2026

### 1. Proper Notice

- a. It shall be the responsibility of the President of the WORT Board of Directors (Board) to ensure that proper notice of all meetings is given to all Directors in a timely manner.
  - i. The President shall post within a designated Shared Drive and email to each director a copy of the agenda at least five (5) days before the meeting date.
  - ii. Any persons who wish to submit business or reports before the Board shall notify the President at least six (6) days before the meeting date. It is expected that Directors will arrive at Board meetings familiar with the documents that have been submitted to them.
- b. The Secretary shall take reasonable actions to publicize meetings of the WORT Board of Directors.
  - i. The Secretary shall ensure that notice of each Board meeting is posted on a public-facing website and broadcast by the station. Website meeting notices shall include a statement that video of the meeting will be recorded and publicly posted, and that interested parties may address the Board virtually with their cameras off.
  - ii. The Secretary shall ensure that a copy of the agenda is posted on a public-facing website at least 48 hours before each regularly scheduled Board meeting.
  - iii. The Secretary may implement such other methods of publicizing meetings as they deem appropriate.

### 2. Conduct of Business

- a. All meetings shall be governed by, in order: the Bylaws; this policy and other policies that may be adopted by the Board, and Robert's Rules of Order. It is understood that the Board will attempt to achieve consensus on all motions. This policy takes precedence over any other policies which may conflict with it. The Board shall conduct itself in an orderly manner in the interest of maximizing the efficiency and productivity of its meetings, which shall be chaired by the President (or in their absence, the Vice President).
- b. All meetings shall be open to the public, except when they may be closed according to [47 U.S.C. § 396\(k\)\(4\)](#).
- c. All persons are entitled to address the Board at its meetings. Each person will be allowed to speak for up to 5 minutes to ask that the board consider an item not on the agenda at a future meeting and will be allowed to speak for up to 5 minutes on any item on the agenda. Additional time may be granted with consent of the Board.
- d. The board shall adopt the agenda as the first order of business at each meeting. Any director may move to add, delete or move any item of business.
- e. The Secretary shall forward any communications addressed to the Board to all

Directors and shall include them on the subsequent agenda. These statements shall be filed as an attachment to the official minutes, subject to appropriate confidentiality considerations.

### 3. Minutes

- a. It shall be the responsibility of the Secretary to keep accurate minutes of all Board meetings and to ensure that a video recording of the meeting is preserved and available.
  - i. The Secretary shall email directors the unapproved minutes, including a link to the recorded video, and shall ensure that a copy of the unapproved minutes are posted on a public-facing website within ten days after the meeting date.
- b. Approval of the previous meeting's minutes shall be the next order of business following adoption of the agenda at each Board meeting.
  - i. The President shall ask the Board for corrections to the unapproved minutes. Approval of the minutes shall be by unanimous consent.
  - ii. The Secretary shall place a copy of the approved or corrected minutes in the organization's official records and shall maintain a copy for a reasonable period of time in their own records. These copies should also contain the Secretary's signature, the word "Approved," and the date on which the minutes were approved.
  - iii. The Secretary shall ensure that a copy of the approved minutes, labeled "Approved," is posted on a public-facing website within four days of approval.

### 4. Public Notice of this Policy

- a. A copy of this policy shall be posted on the station's public-facing website.