

**AAUW Greater Naples Branch**  
Guidelines for Board Meetings, Branch Meetings, & Committee Meetings

1. The leader runs our meetings, ensures a fair process, keeps things clear, and helps our branch observe its guidelines. The leader is not in charge of decision-making. It is our branch as a whole that is responsible for making our decisions.
2. Branch members have a right to information to help make decisions.
3. Each branch member will have an equal chance to contribute to discussions. To ensure this, no one may speak a second time until everyone who wishes to do so has spoken once.
4. Courtesy and respect for others are always required. Insulting or inflammatory language, personal remarks, attacks or profanity are not allowed.
5. Discussion of other member's motives is not allowed.
6. We do not allow sidebar conversations such as whispering.
7. Discussion must be relevant to the topic at hand. Criticism of past branch decisions is not allowed unless that is the subject of the discussion.
8. Proposals for action that take more than ten words to be expressed will be written down, given to the leader, and read aloud before they are discussed and decided upon.
9. We will try to make decisions by consensus and will vote if we are unable to reach consensus.
10. Members with minority views have the full right to their opinions. Recognizing that diversity of thought is essential for good decision-making, our branch will not use psychological pressure for conformity.