

**Long Range Planning Committee**  
**First Spiritualist Church of Salem, NSAC**

**Meeting/Participation Guidelines**

From the very first meeting of the Long Range Planning Committee, it was agreed that members of the church should not only be permitted to attend meetings, but should also have avenues for meaningful participation. The perspective of the LRP committee is one of working in a "fishbowl." In other words, the work of the committee should be done in full view of the membership.

Attending LRP meetings is just one way for members to participate, but an important one. To make that experience beneficial for all concerned, the LRP committee has established some ground rules for meeting attendees.

The co-chairs run the meetings. This means that they set the agenda, call the meeting to order, and conduct the meeting. Individuals who are attending the meeting, but are not members of the committee itself, are invited to observe the committee's work as well as engage the committee on relevant agenda items within the following structure:

- i. At meetings, the chair will provide an opportunity for attendee comment within a structure considerate of time and relevant to the agenda.
- ii. If comment is sought by the committee, the individuals will be recognized through the chair only (in other words, attendees do not freely participate in the meeting discussions unless the chair has requested they do so).
- iii. Use of the talking stick when needed.

In this way, everyone's voices can be respectfully heard. Keep in mind that the committee may or may not respond in the moment to commentary that is given at the meetings. It is an opportunity for the committee members to listen to the membership for insight, opinion, background information, subject-specific expertise, ideas, concerns, and so forth. However, the work of the LRP committee, though appointed and mandated by the Board of Trustees, is not a body to field issues in lieu of the Board. Commentary at the LRP committee meetings needs to be relevant to the LRP agenda.

Commentary, questions, and so forth related to the work of the LRP committee, but beyond the scope of the meeting agenda, can be submitted by email to Pat Cizewski at [patricia.cizewski@yahoo.com](mailto:patricia.cizewski@yahoo.com).

Regardless of the mechanism for participation, the LRP committee requests that such participation be both thoughtful and respectful.