

Section I: North Dakota CPG Open Meeting Protocol

Open Meetings

CPG meetings shall be open to the public unless indicated otherwise. Information relative to an individual's HIV status, sexual orientation or other confidential information will not be associated with a name.

At the discretion of the Co-Chairs, members of the general public may participate in open discussion, with the following exceptions:

- Making motion and/or voting
- Nominating and/or approval of candidates for elections
- Personnel matters concerning CPG or NDDoH staff, or other personnel matters where individuals, individual behavior or other sensitive information is discussed
- The Co-Chairs may limit the total time of discussion and/or length of time a person from the general public is allowed to speak at the allocated time slot in the agenda.

Public Conduct: Members of the general public attending a CPG meeting shall conduct themselves in a respectful manner.

- Respectful engagement and decorum must be maintained at all times.
- Personal attacks and/or inappropriate comments directed at members will not be tolerated.

The meeting notices will be posted at the meeting venue and filed with the North Dakota Secretary of State's office.

Operational Guidelines

1. Members of the public are allowed to ask questions specific to the agenda items at the allocated time slot in the agenda.
2. Three minutes are allowed to ask questions unless the co-chairs regulate the time limit at their discretion based on available time.
3. Any member of the public wishing to speak shall request the opportunity by raising his or her hand and waiting to be granted the opportunity by the co-chairs.
4. Any questions or issues outside the ongoing meeting agenda will be put on the next agenda. This is to ensure that the current meeting agenda is deliberated on within the specified time.