

MEETING RULES--REVISED 10/11/2011

Welcome to our monthly GOCA meeting!

If you've never attended one of our meetings, we have a few simple rules we ask you to observe:

First, the tables you see set up in the room are for officially designated GOCA delegates and officially designated alternate GOCA delegates. Please take seat in the back of the room or along the side if you are not a delegate or an alternate.

Second, if you are attending as a special guest speaker - please let a member of the GOCA leadership team know that you are here and who you are.

Third, once our speakers have made their presentations we will have a question and answer session. GOCA delegates and alternate delegates will be permitted to ask questions first. **In the event their is sufficient time, visitors will be permitted to ask questions.** Our meetings are conducted in accord with Robert's Rules of Order.

Fourth, all visitors are expected to observe these simple rules. **Unruly visitors will be asked to leave our meeting.**

Thanks very much and we hope you enjoy our meeting.