



Administrative Offices • 225 Industrial Park Road • Farmville, Virginia 23901

(434) 315-5909 • Fax: (434) 315-0246

Board of Directors Meeting

The STEPS Board of Directors will meet on January 26, 2017 at 6:00PM in their Corporate Office at 225 Industrial Park Road, Farmville, Virginia 23901.

Public Comment Protocol

To speak during a STEPS Board of Directors Public Comment Period please be advised:

1. Anyone wishing to speak at a Board of Directors Meeting is encouraged, whenever practical, to provide the STEPS President and CEO with a written summary of their comments prior to their appearance before the Board of Directors. A written summary shall be submitted to sharrup@steps-inc.org or mailed to Sharon Harrup at the address above.
2. If the speaker cannot provide such written comments prior to the Board Meeting, he/she is encouraged to provide a written summary before or after their presentation/comments to the Board, whenever practical.
3. A sign-up sheet is located at the back of the Boardroom.
4. All speakers must clearly give their name and address or sign in to speak.
5. All comments must be made from a location as directed by the Chairman.
6. For the record, before you speak, clearly state your name and address.
7. No speaker shall use any language or gesture calculated to wound, offend or insult.
8. Please limit speaking time to a maximum of three (3) minutes, unless otherwise directed by the Chairman.
9. Please direct all comments and/or questions to the Chairman of the Board, unless otherwise directed.
10. Speakers may address the Board once during the Public Comment Period.
11. Please be respectful of speakers at all times and allow all opinions to be expressed in a tolerant and calm atmosphere.

Speakers may be answered in the Board Comment Period or by Staff at a later date.