

Onondaga Lake Partnership Meeting Guidelines

- A calendar of upcoming meetings of the Onondaga Lake Partnership committees will be posted on the Partnership's website at <http://www.onlakepartners.org>.
- The Onondaga Lake Partnership encourages open meetings; however, the chair of each committee may have the committee meet in executive session (for committee members only) or by telephone conference call at any time.
- All meetings will be conducted according to Roberts Rules of Order.
- The public is invited to attend all open meetings, and is requested to register their name, address and affiliation, if any, on a meeting sign-in sheet.
- Members of the general public who attend meetings of the Onondaga Lake Partnership committees will be seated in an area reserved for observers.
- Work products to be discussed and/or reviewed by committee members may be distributed to other attendees if deemed appropriate by the Committee Chair.
- Agendas for each committee meeting will include a designated time to receive public comments, verbally and/or in writing.
- Final copies of minutes of the Executive Committee will also be posted to the website. Draft and final minutes of the Standing Committees are considered works-in-progress, concerning business items under discussion and not yet approved by the Executive Committee, and will not be included on the website.