

## **NJSOP Meeting Attendance Guidelines**

### **Committee Meetings**

NJSOP members are encouraged to join a committee meeting as a guest to determine if that committee might be of interest to them. If interested, please contact [asknjsop@njsop.org](mailto:asknjsop@njsop.org). Committee materials are available only for approved committee members. Committee member lists will be reviewed each year by the board of directors and attendance at quarterly meetings is expected to remain on the committee. Committee members are expected to participate in projects and may choose between taking on a major project or contributing through smaller tasks.

### **Board Meetings**

NJSOP members, except for associate members, may attend a board meeting with notification to [asknjsop@njsop.org](mailto:asknjsop@njsop.org). Attendance format (*in-person or virtual*) will be determined by the NJSOP executive director and/or the board president to best support effective meeting planning. During board meetings, the board will remain focused on the agenda, and non-voting member attendees will remain virtually muted (or silent if attending in person) unless invited to speak. Non-voting member attendees may provide historical context or insight when invited by the board or president; however, the president may redirect discussions as needed. This ensures that all current voting board members can participate fully in discussions. Formal decision-making including motions, votes, and directing the board action is reserved for the current elected voting board members.