

**DETROIT EDUCATIONAL TELEVISION FOUNDATION**  
**OPEN MEETINGS RULES AND PROCEDURES**

**Conduct of Meetings**

All meetings of the Board of Trustees, Board Committees, and the Community Advisory Board (“Open Meetings”) of Detroit Educational Television Foundation (“DETF” or the “Station”) shall be held in compliance with the Communications Act of 1934, 47 U.S.C. § 396, et seq. (the “Act”) and these rules. Although Open Meetings are held in public, the law does not require and these rules do not allow the public to be active participants in the deliberations and actions of the deliberative body conducting the Open Meeting.

**Public Notice**

The Act requires that the public be provided with reasonable advance notice of an Open Meeting. DETF will provide at least seven days’ advance notice of an Open Meeting, including the time and place of the meeting by one or more of the following methods:

1. Posting notice on the Station’s website; or
2. Broadcasting notice on-air between 6 a.m. and 11 p.m., as shown by the Station’s log; or
3. Placing notice in the “Legal Notices” section of a local newspaper in general circulation in the Station’s primary coverage area; or
4. Giving notice through a recorded announcement accessible on the Station’s phone system.

The Act requires stations to allow anyone to attend any Open Meeting (or any portion of a meeting that is open) without requiring the person to register, or provide his or her name or other information unless such information is necessary to ensure a safe meeting environment.

**Participation of Trustees**

One or more Trustees may participate in an Open Meeting by conference telephone or other means of remote communication by which all persons participating in the meeting may communicate with each other. If an Open Meeting is conducted telephonically or via video conferencing or the Internet, DETF must provide the public with access to the proceedings through a location at which the public may observe or listen or by disseminating call-in information that permits the public to observe or listen from another location.

## **Presiding Officer**

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Chairperson of the deliberative body will ordinarily act as presiding officer. In the absence of the Chair, the Vice-Chair of the deliberative body shall preside. In the absence of both the Chairperson and the Vice-Chair, the remaining members shall elect one of their members to preside.

## **Citizen Participation**

The following rules govern statements by members of the public during the periods of Open Meetings reserved for such comments or in which such comments are permitted:

1. The presiding officer shall recognize members of the public who indicate a desire to address the Open Meeting.
2. No individual's comment shall exceed three minutes without the express permission of the presiding officer. If an individual is speaking on behalf of an organization, such individual may speak for up to five minutes, but no other representative of such organization will be recognized.
3. The Chair will ask each speaker to begin his or her comments by identifying himself or herself, although it is not a requirement of attendance to do so.
4. Individuals addressing an Open Meeting shall take into consideration and be governed by the rules of common courtesy. The presiding officer may terminate the comments of a person who violates such rules.
5. Public comments, including questions, should be addressed to the presiding officer. Members of the deliberative body may question or respond to speakers, but are not obligated to do so. The presiding officer may, but is not obligated to, call upon DETF staff, employees, or officers, if present, to respond to a question or comment from a member of the public, or may refer such questions or comments to DETF staff, employees, or officers for consideration.

## **Disorderly Conduct**

The presiding officer may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time, or speaking vulgarities. Such person shall be seated until the presiding officer determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by express leave of the Board. If the person shall continue to be disorderly and disrupt the meeting, the presiding officer may order the removal of the person from the meeting by law enforcement personnel or other persons as appropriate.

## **Closed Meetings**

### **Purpose**

The Act allows stations to hold Closed Meetings, or to close an Open Meeting, when discussing any of the following:

1. Matters concerning individual employees;
2. Proprietary information;
3. Litigation and other matters requiring confidential advice of counsel;
4. Commercial or financial information obtained from a person on a privileged or confidential basis; or
5. The purchase of property or services, if the premature disclosure of the transaction would compromise the Station's business interests.

### **Closed Meeting Documentation**

The Act requires stations to document and make available to the public the specific reason(s) for closing a meeting within a reasonable time after the meeting. This written statement will be made available for inspection, either at the Station's central office or posted on the Station's website, within 10 days after each closed meeting.

## **Miscellaneous**

### **Amendment of Rules**

The Board may alter or amend these rules at any time by a vote of the Board.

### **Suspension of Rules**

These rules may be suspended for a specified portion of a meeting by the vote of the Board, except that Board actions shall conform to the Act.

Adopted: February 15, 2018