

## Proposed Guidelines :

### 1. Introduction and Purpose:

- Start by introducing the purpose of the town hall meeting and the topics that will be covered.
- Explain the format of the event and how attendees can participate (e.g., asking questions, providing feedback). Welcome AIMS Parent's United executive board members.

### 2. Board Updates:

- Provide an overview of the Board's recent activities, initiatives, and accomplishments.
- Highlight any significant developments or changes that the community should be aware of.

### 3. Q&A Session:

- Allocate a portion of the time for a Q&A session, where attendees can ask questions and give input.
- Encourage open dialogue and be prepared to address questions honestly and transparently.
- Don't be afraid to say that we need more time to respond, and let them know when a response will be sent.

### 4. Feedback and Input:

- Invite attendees to share their thoughts, suggestions, and feedback on the Board's work.
- Listen attentively and take notes to capture valuable insights from the community.

### 5. Next Steps and Action Items:

- Summarize the key takeaways from the discussion and outline any next steps or action items the Board will pursue.
- Provide a clear timeline and communication plan for follow-up with the community.

Here are some things that should generally be avoided or minimized during the town hall:

### 1. Partisan Politics:

- Avoid turning the town hall into a political platform or using it to promote any specific political agenda.
- Keep the focus on the Board's work and the community's interests.

### 2. Sensitive or Confidential Information:

- Refrain from discussing or sharing sensitive or confidential information that could compromise the Board's operations or the privacy of individuals.

### 3. Personal Attacks or Accusations:

- Discourage personal attacks or accusations, and instead encourage constructive and respectful dialogue.
- If any such issues arise, address them diplomatically and steer the conversation back to the relevant topics.

- If there is disorder, pause the meeting until reconvening. If reconvening is not possible, postpone the Town Hall.

#### 4. Lengthy Presentations:

- Limit lengthy presentations or speeches, as the town hall should primarily be an interactive and engaging session. Public comments and questions should be limited to no more than two minutes.

- Make sure there is a balanced format that allows for ample audience participation and discussion.

5. Understand that perception is not reality, so issues that may be brought up are valid to the person initiating the comment but should not be held as evidence unless proven that they are.

Remember, the key objectives of the town hall should be to foster open communication, address community concerns, gather valuable feedback, and strengthen the relationship between the Board and the stakeholders.