



# Meeting Policies & Procedures

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We meet on the third Thursday of the month. Meeting registration opens at 11:15 AM. Meetings start promptly at 12:00 Noon, and end at 1:00 PM.

1. **MEMBERSHIP APPLICATIONS:** All membership applications must be accompanied by a check, cash (or credit card for payment in person at a meeting) in the amount of the specific membership fee (individual, corporate or non-profit).
2. **GUESTS:** Members of Manatee Tiger Bay Club may invite guests to attend. The cost for each guest to attend a meeting is \$30 (nonmember rate) per meeting. These guests may apply to become a member of Manatee Tiger Bay Club.
3. **RESERVATIONS:** Members are expected to make reservations to attend luncheon meetings.
4. **LUNCHEON PAYMENTS:** Members and guests are expected to pay for their meals prior to, or at the time of, the meeting (cash, check (payable to Manatee Tiger Bay Club) or credit card (online or at the time of the luncheon).
5. **NO SHOW:** Any guest or member who makes a luncheon reservation, and finds he or she cannot attend the luncheon, is expected to cancel by Noon on the Tuesday prior to the meeting. Notify the administrative coordinator by email at: [elaine@manateetigerbay.org](mailto:elaine@manateetigerbay.org).

**NOTE: Manatee Tiger Bay Club reserves the right to bill anyone who makes a reservation but does not cancel their reservation or attend the meeting.**

6. **PREPAID NO SHOW:** Any guest or member who pre-pays for their luncheon, but does not notify Manatee Tiger Bay Club by noon on the Tuesday prior to the meeting, will not be refunded their fee. Pier 22 charges Manatee Tiger Bay Club for all reserved meals.
7. **TABLE RESERVATIONS:** Members may reserve a table at a meeting by notifying the Administrator, Elaine Tiberini, who will place a reservation sign at a table. Email: [elaine@manateetigerbay.org](mailto:elaine@manateetigerbay.org)
8. **QUESTION AND ANSWERS:** Only members may ask questions at the mic after speakers have finished. Although Tiger Bay encourages debate and discussion, it is expected that all members and panelists will remain civil and respectful to those with whom they disagree.

**NOTE: Questions should be no more than 30 seconds long.**

9. **MEETING HANDOUTS:** On occasion, we have speakers who bring along printed information for you to read during the meeting. This information may be placed on the chairs ONLY. Printed material may not be placed on the tables. During elections, we will have a separate table set up for reading material.
10. **DISRUPTIONS:** Manatee Tiger Bay reserves the right to ask any member or guest who disrupts a meeting to leave.
11. **MORE INFORMATION:** For more information on Manatee Tiger Bay, please visit our website [www.manateetigerbay.org](http://www.manateetigerbay.org).