

MEETING GUIDELINES
ANNUAL MEETING OF THE
LOT OWNERS OF
THE WOODLAWN CEMETERY

Welcome to the Annual Meeting of the Lot Owners of The Woodlawn Cemetery. To keep the meeting orderly and give everyone a chance to be heard, we ask all attendees to observe the following guidelines:

1. Please register at the registration desk before entering.
2. The meeting will follow the published Agenda.
3. Only lot owners of record or their authorized proxies may vote or address the meeting.
4. To speak, please raise your hand and wait to be recognized by the presiding officer. When recognized, state your name and whether you are a lot owner or a proxy holder.
5. Please keep questions and comments brief, direct them to the presiding officer, and keep them related to the business of the Cemetery. So that everyone has a turn, the presiding officer may ask a speaker to conclude or to hold further questions until others have spoken.
6. Please allow each speaker to finish without interruption.
7. Please silence phones and other devices during the meeting. Photography and recording require the prior consent of the Cemetery. The Cemetery may record the meeting to assist in preparing minutes.
8. If you have already voted by proxy, you need not vote at the meeting. To vote, or to change your vote, please request a ballot when the polls open and return it before the polls close.
9. Proxies should be submitted to the Inspectors of Election at The Woodlawn Cemetery, 4199 Webster Avenue, Bronx, New York 10470 at least 24 hours before the meeting to allow time for verification.

The presiding officer may take reasonable steps to keep the meeting on schedule and in good order. These guidelines supplement the Cemetery's by-laws, which govern the conduct of the meeting. Thank you for joining us.