

DRAFT: Board Policy for Open – Closed Meetings

Open Sessions

- 1) To be consistent with our commitment to a transparent, accountable, and open process, the Board will try our best to:
 - a) Make regular board meetings open to public observers, except when in Executive Session. (See below).
 - b) Provide advance, public notice of dates and locations of regular business meetings, and make agendas, reports, and the previous meetings' minutes available prior to the UUA Board meeting.
 - c) Make documents submitted for consideration to the Board of trustees publicly available, except for documents distributed during or related to business to be discussed in executive sessions.
 - d) Welcome guests observing online and in person Board meetings.
 - e) Provide notice of recording and archiving policies.
- 2) The Board reserves the right to establish guidelines for their meetings, including expectations for guests observing the meeting. Guidelines pertaining to guests shall be made publicly available.
- 3) So that the Board can deliberate effectively, observers, whether UUA staff or members of the public, are asked to:
 - a) Avoid disrupting or distracting from the meeting by using the chat box to change the conversation, argue with the Board, or converse with other observers.
- 4) Refrain from asking the Board questions during the meeting so that Trustees can focus on their agenda and discussion.
 - a) Direct only technical questions about the meeting to the staff meeting host (Stephanie Carey Maron).
- 5) The Board reserves the right to close the chat or remove participants who are disruptive to the meeting or to other observers.
- 6) The Board is interested in information, comments, and feedback on Board business. We are especially interested in the perspective of historically marginalized and other impacted groups or communities, and we will take steps to solicit such input for major initiatives.
- 7) Observers are welcome to:
 - a) Contact the Board via email: board-contact@uua.org
 - b) Raise questions or share feedback at Board Open House sessions

Executive Sessions

From time to time, the Board may conduct its business in Executive Sessions that are not open to the public. Reasons for Executive Session may include

- 1) Reasons for Executive Sessions may include:

- a) Volunteer and staff personnel matters, including appointments, or matters that are of a delicate nature
 - b) Legal matters of which public discussion could be legally injurious
 - c) Budget matters that involve such legal or personnel matters
 - d) Property acquisition or disposition
 - e) Any other issues of a sensitive or confidential nature
- 2) Participants in Executive Session will ordinarily include Board Members (including the President), the Executive Vice President, and the Treasurer/Chief Financial Officer. The Board may vote to include others in Executive Sessions where appropriate.
 - 3) All meetings in Executive Session will close with a determination as to whether the material is confidential and needs to be confidential.
 - 4) The Executive Session may be ended at any time by majority vote.
 - 5) If there is a performance issue with a member of the Board, the Executive Vice President, or the Treasurer/Chief Financial Officer, the Board may exclude such person.
 - 6) All decisions of the Board made in an executive session will be recorded in the minutes, except that confidential material shall not be included.
 - 7) Any officer or trustee may initiate a request for an Executive Session by making such a request to the Moderator(s). The request shall include an explanation of the reason for the request. An Executive Session shall be held if there is no objection, or if the Moderator determines that an Executive Session is in the best interest of the Association.

Other Meetings

Meetings which do not involve decision-making are not open to the public, including but not limited to:

- 1) Meetings of Working Groups, Task Forces, or Subcommittees
- 2) Training & Retreats
- 3) Relationship-building among Board members
- 4) Managing interpersonal conflict between or among Board members