



## **Policy #105 – Closed Board of Directors Meetings**

**Context:** This policy sets forth the rules for calling and holding a CLOSED meeting of the MN COLA Board of Directors (BOD).

Since MN COLA meetings typically are open to nonmembers and invited guests, from time to time there will be a need to allow the MN COLA BOD to discuss internal matters, draft policies, etc. prior to their release to the full membership and the public. To support this a closed meeting will be called.

### **Policy Details:**

1. Procedure for calling and holding a CLOSED BOD meeting
  - 1.1. Need – The executive team (President, Vice President, Secretary and Treasurer) will establish the need via teleconference.
  - 1.2. Notice – The president and/or secretary will send email notification, at least 5 days prior, to the meeting to all BOD members and MN COLA members that a closed BOD meeting will be held. Special business matters require different periods of notice as detailed in the associated sections of the Bylaws.
  - 1.3. Who may attend– Attendance at a CLOSED meeting will be limited to the Executive team and the Directors.
  - 1.4. Time, place, and format – A closed meeting may take place:
    - Prior to or after a BOD meeting at the location of that meeting.
    - At a time and place independent of a BOD meeting.
    - Via teleconference (Audio or video) as required.
2. Resulting decisions, actions, and/or policies, will be presented to the MN COLA Membership via email and/or at the next MN COLA Membership meeting.

As approved:

Tom Nelson, President  
June 21, 2016