

## Board Meeting Logistics for Members

### Bylaws say the following:

*4.4 The Board of Directors shall hold a meeting shortly before the four yearly general membership meetings unless otherwise decided by the Board. Special meetings of the Board may be called at any time by the President or any two directors. There must be a quorum of a majority of Directors present to conduct business or make any decisions for the Association. **Any member may attend a Board of Directors meeting.***

There has been some disagreement and confusion about what that statement implies as related to member access, participation, and publication, so the board discussed this topic in our last Board Meeting. The following is the summation of that discussion and actions agreed upon. It seems clear that the intent of the bylaws was to provide access to the Board by members who are interested in the official work being done by that body – i.e. transparency of the Board to the membership. We intend to clarify this section of the bylaws when they are updated next.

The first thing we did was to define a **Board of Directors** meeting. The Board agreed that a Board of Directors Meeting would be **any meeting where the Board meets together and took votes on official UCCA business**. This is important to define because the Board interacts regularly as it works on topics, exchanging emails and documents, and things like that. If a strict definition of a Board of Directors Meeting is every time the Board Meets for any reason, and we therefore must account for some type of membership attendance, that would not be workable, and does not seem to be in line with the intent of the bylaws.

Secondly, we wanted to be clear on who has what access to Board Meetings. The bylaws are clear that it is limited to Members, and not the public. Also, this access to Board meetings for transparency is not intended to be participatory, but simply observing. Therefore, any access by members to Board meetings will be limited to viewing.

Thirdly, we discussed how we would communicate and make the Board meetings available to members wishing to observe the meeting. The following is the commitment of the Board to the membership:

- In Person Attendance – Members may attend Board meetings in person, but should make their intent known prior to the meeting as there are logistics to consider in meeting space and for safety concerns.
- Board Zoom Meetings/E-Mail Notice
  - The Board will support a Zoom call for each Board meeting.
  - Members will receive notice of Board via e-mail and posting on UCCA website in the Members Only section. Members must login to access content on this page.
  - A meeting agenda will be posted 1 week in advance of meetings with supporting documentation to provide members the opportunity to offer comments/ask questions to Board Members prior to the Board meeting.
  - Only Members will be admitted to the Zoom call.
  - This Zoom meeting will not be recorded.
- Posting of Board Minutes to UCCA website
  - Following the Board meeting, minutes will be posted to the Members Only section of the UCCA website.