

Subject: Open Committee Meetings

Purpose: To Establish a Policy for Open Committee Meetings

Consistent with the Board's policy of transparency and, in an effort to encourage member participation in GRF governance, the Board approved opening meetings of all committees of the Board to members (residents) of the GRF on February 23, 2006.

Consistent with Policy 201.1, Advance Notice of Meetings, notice of committee meetings shall be published in the Rossmoor News, and a summary of the proposed agenda for regular meetings of committees shall be published in advance of the meetings. It shall also be the policy of the Board that all committee meetings be open and the following procedures be followed for meetings of all committees, including advisory, Board, and ad hoc:

1. All committee meetings shall be open for observation by any member (resident) of the GRF with the understanding that the chairman of any committee of the Board may hold a committee meeting in executive session, or adjourn an existing committee meeting to executive session, where the subject or subjects to be discussed require confidentially, such as litigation, matters relating to the formation of a contract with third parties, member discipline, or personnel matters. If the chairperson of a committee feels that an executive session is appropriate, he/she shall consult with staff before calling an executive session.
2. All committee meetings shall include a members' (residents') forum or otherwise allow GRF members an opportunity to speak.
3. Minutes of all committee meetings shall be taken and provided to the Board Office staff for finalizing as soon as practical after a meeting, preferably within a few days after a meeting. The minutes, except those of meetings held in executive session, shall be distributed to any member (resident) of the GRF upon request.

Authority: Policy

12/3/09