

In general, though not legally required, NCCNA board meetings will be open to attendance by NCCNA members or invited guests. In addition, such people not on the board may propose agenda items.

To facilitate attendance by those not on the board, the meeting time and location will be posted on the organization's web site at least one week in advance of the meeting. The agenda will be posted, if possible, at least three days in advance. The agenda may be revised at any time, even if the revisions are not posted.

People not on the board who are planning to attend a meeting should inform the board in advance. This request will be noted on the website and in any mention of the meeting, and the contact person indicated. This is necessary because of possible space limitations of the meeting place, or plans for other activities occurring in conjunction with the meeting. People who show up without advance notice may be asked to leave if it is not reasonable to accommodate them.

Anyone attending a board meeting who is not on the board of directors may ask questions and engage in the discussions that occur, but they may not make motions or vote on them.

People who want to offer comments or suggestions, submit questions, or put an item on the agenda may do so without having to attend a meeting in person. Items should be sent to the board via e-mail or through standard mail, and should arrive at least three days prior to the meeting so that the agenda may be set accordingly and due consideration be given in advance.

If any person or group of people attending a board meeting becomes disruptive to the meeting, they will be asked to refrain from discussion and just listen. If they continue to be disruptive, they will be asked to leave. If necessary, the board may, by majority vote, close the meeting at that point.

The board will provide that the first hour of any meeting will be open. Anyone not on the board who is attending may bring up any agenda item for discussion, comment, or questions during that time; the board will re-arrange the agenda as needed to conduct its business. After the first hour, the Board may extend the open time at its discretion, but the policy will be to close the meeting at that point.

Sometimes the board has to discuss sensitive issues that should not be known or discussed beyond the board itself. Any meeting or portion of a meeting that will address sensitive issues must be closed to anyone not on the board of directors unless they are specifically involved in the matter under discussion. A meeting or portion of a meeting may be closed in advance by a unanimous e-mail vote, or by a majority vote at a meeting. If only a portion of the meeting will be closed, that portion will be at the end of the meeting. A meeting closed in advance will be so noted on the website. If the meeting is closed in its entirety, the agenda for that meeting will not be posted. If only a

portion of the meeting is closed, the posted agenda will only note the closed portion, and will not detail what matters will be discussed during that time. A separate detailed agenda including the items to be discussed during the closed period will be provided to the board members. No public explanation is necessary of any closed meeting.

Once the official minutes of the meeting are prepared and distributed, a summary of the meeting will be posted on the website. It will be clearly noted on the website that this is a summary, not the official minutes. The summary will include all motions and a general description of any discussions, but will not include any details of who said what during the discussions, or how any board member voted. Any meeting closed in its entirety will simply have that noted in the summary. Any portions of a meeting that are closed will only be so noted, and no information about the matters discussed during that time will be in the summary.