

Sandycove Home Owners' Association

Website: <https://scahomeowners.com>

The Purpose of Executive Session

Executive sessions are intended to protect the innocent and assure confidentiality about sensitive matters.

Moving the Meeting into Executive Session

For non-profit organizations, executive committees often meet anywhere from a few days to a couple of weeks before the official board meeting as a standard practice.

For non-profit organizations, when a matter of a sensitive nature arises, the board may move into executive session during a regular board meeting: member must make a motion to move into executive session and another seconds. Debate motion then vote taken - requires majority.—If passed to move to executive session, all attendees except for executive committee members will be asked to leave the meeting space.

Another motion, & seconder & vote taken to end the executive session and return to the regular meeting. For non-profit organizations, under Robert's Rules of Order voting is allowed to take place during executive session.

The minutes of the executive session should only be approved in the executive session.

The board meeting minutes would reflect that motions were made to enter and exit executive session and the length of time the executive session was held.

All discussions that take place during executive session should be held in the strictest of confidence.

Violators can be disciplined, removed from office, or sued,

When to Use Executive Session

Open meetings are not an appropriate forum for discussing matters that people consider personal and private.

A host of reasons might trigger sending a board into executive session, including:

- Employee discipline
- Employment contract
- Attorney consultation
- Key strategic moves like mergers or acquisitions
- Succession planning
- Senior staff performance
- Executive compensation
- Future retirement plans for management
- Executive performance
- Compensation review
- Personnel issues
- Peer-to-peer board discussions
- Privacy Laws regarding privacy issues

Final Thoughts on Executive Session

Executive sessions should never give the appearance that the board is doing something behind the backs of members. When executive session is used on a regular basis for non-profit organizations, it creates an atmosphere of acceptance by everyone involved.

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BOARD OF DIRECTORS

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