

1.0 Purpose

- 1.1** *The purpose of this document is to define the meeting executive session policy for the Columbia Community Foundation. The proper and legal handling of sensitive personnel and sensitive meeting topics on behalf of the Columbia Community Foundation is an important duty that protects the integrity of the foundation and its board members in balance with the public's need-to-know.*

2.0 Definition of Executive Session

- 2.1** *Executive session is defined as a private internal discussion of the Columbia Community Foundation within board meetings concerning either sensitive personnel or other sensitive topics where official written minutes are not to be taken throughout the duration of the executive session.*

3.0 Handling of Entering and Exiting Executive Session

- 3.1** *Any Columbia Community Foundation board member is authorized to make a motion that the foundation board enter into an executive session to discuss a sensitive internal board topic at a board meeting.*
- 3.2** *The Columbia Community Foundation President, or whomever may be running the board meeting in their place, will call for a vote of the foundation board members on the motion to enter into an executive session.*
- 3.3** *If the motion passes, then the Columbia Community Foundation board will enter into an executive session where people may speak freely without official written minutes being taken by the Columbia Community Foundation Secretary.*
- 3.4** *At the conclusion of the executive session discussions, any Columbia Community Foundation board member may make a motion to exit the executive session and return to the regular meeting agenda.*
- 3.5** *The Columbia Community Foundation President, or whomever may be running the board meeting in their place, will call for a vote of the foundation board members on the motion to exit an executive session and return to the regular meeting agenda.*
- 3.6** *If the motion passes, then the Columbia Community Foundation board will exit out of the executive session, return to the regular meeting agenda, and official written minutes will resume being taken by the Columbia Community Foundation Secretary starting with a high-level summary of the topics discussed while in the executive session.*

4.0 Handling of Executive Session Topics and Discussions

- 4.1** *No Columbia Community Foundation board members or staff personnel are authorized to distribute personal executive session meeting notes or discussions outside of the foundation board members.*
- 4.2** *No Columbia Community Foundation board members or staff personnel are authorized to distribute personal executive session meeting notes or discussions via any written medium including, but not limited to, paper, e-mail, fax, text message, and electronic file.*

5.0 Policy Activation

- 5.1** *This policy becomes active and binding immediately.*

Ronald B. Krisko
Columbia Community Foundation
President

Deborah Hitchcock
Columbia Community Foundation
Secretary

10/12/09
Date:

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Date: