

IPA Policy Manual

Chapter 2 – Board of Director Governance

2.3 Meetings

- (a) All meetings of the Board of Directors shall be open to any and all members of the Association.
- (b) All final action must be taken and voted upon in open session. The Board of Directors may, however, go into executive session to discuss Association business, upon a majority vote of Board members present.
- (c) The Agenda for any regularly scheduled Board meeting shall be made available to all Board members in writing at least 72 hours before the start of the meeting. The Agenda for any additional Board meeting called pursuant to Section 4.2.2 of the IPA Constitution shall be made available to Board members in writing as soon as possible, but in no case less than 24 hours before the start of the meeting. The Agenda for any Board meeting must also be posted on the Association website at least 72 hours prior to the start of any regularly scheduled Board meeting or at least 24 hours prior to any additional Board meeting called pursuant to Section 4.2.2 of the IPA Constitution.
- (d) Items that are not specifically delineated on the Board meeting Agenda and made available to the Board and others members in accordance with Section (a), above, may not be voted upon at that Board meeting. This requirement may be waived upon affirmative vote of at least 3/4ths of Board members present at the meeting.
- (e) The IPA Secretary or designee or any other person selected for such purpose shall prepare a meeting summary or minutes for all meetings of the Association. The meeting summary or minutes shall be submitted to the body at its next regular meeting for review, discussion, modification and approval. The IPA Secretary or designee or any other person selected for such purpose shall affix his or her signature to the meeting summary or minutes, indicating that the information therein is true and correct to the best of his or her knowledge and ability.
- (f) The term “meeting” shall mean any gathering, whether in person or by video or audio conference, telephone call, electronic means or other means of contemporaneous interactive communication, of a majority of a quorum of the

Board of Directors or committee of the Board called for the purpose of discussing Association business or any such meeting where Association business occurs.

Adopted: May 1, 2007
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