



Series: Board Governance COA: GOV
5.01, 6.02, 8.02, FIN 5

Policy Name: Executive Sessions
Policy Number: GOV BC 1005
Revision #/Date: (1) 04/19/2013, (2) 05/08/2017
Reviewed Date: 09/09/2020
Effective Date: 05/04/2011

Applicable to: Board of Directors

SUBJECT: Governance Model for Executive Sessions

PURPOSE: To Establish the Brevard C.A.R.E.S. Board of Directors Governance Model for Executive Sessions

POLICY: The purpose of the Board of Directors is to ensure the financial viability, set policy, and ensures the integrity of Brevard C.A.R.E.S. in its role of fiduciary and business oversight. The Brevard C.A.R.E.S. Board of Directors will utilize Executive Sessions when deemed necessary and in the best interest of the agency.

Executive Sessions Process:

1. Executive Sessions may be used as a tool to strengthen governance and organizational leadership.
2. Executive Sessions must be facilitated judiciously.
3. Under the Florida Sunshine Law, notice of Executive Sessions must be provided 48 hours prior to the Executive Session and be publically noticed.
4. The minutes from the Executive Session must be publically noticed.
5. An Executive Session for the purposes of Strategic Planning is allowable as necessary to the organization's growth.
6. All Board decisions are recorded in the minutes and thereby become public knowledge.
7. The Executive Session process has been developed to continue to maintain trust and confidence in the organization's integrity and processes.

Board Meetings:

It should be noted that Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. Florida's Sunshine Law, Chapter 286, F.S., requires that all meetings for the transaction of official business by all public boards and agencies at all levels of government must be open to the public at all times in the absence of a specific statutory exemption granted by the Legislature. The law applies to all appointed and advisory boards as well as those that are elected. It applies to any meeting, including a "workshop session" or "briefing session" at which

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public business is discussed, so long as the meeting forms an integral part of the decision-making process.

Approved by the Brevard C.A.R.E.S., Inc. Board of Directors September 9, 2020

AS APPROVED BY THE BOARD OF DIRECTORS:



DAN RODGERS, Board Chair

Signature Date: 09/09/2020

BY DIRECTION OF THE EXECUTIVE DIRECTOR:



KATHRYN PARKER, Executive Director

Signature Date: 09/09/2020