



Executive Session Practices and Records

A board or committee typically uses executive session for confidential discussion, rather than to take action.

Executive session minutes include the date, time and place of the meeting, the names of members present, and action taken, if any. Executive session minutes must also be approved in executive session. The minutes of an executive session may remain confidential when publication is judged to defeat the lawful purposes of the executive session, but no longer.

The Board or Committee Secretary shall file executive session notes and minutes that have not yet been made public in a secure electronic archive at UNAVCO. On an annual basis, the Board or committee will review unreleased minutes in executive session and shall determine whether the purpose of confidentiality for each recorded executive session still exists, or whether the minutes can be released.

Upon release, executive session minutes are archived by the corporation with those from open sessions as part of the permanent record of the organization.

[Approved by the Board, October 6, 2010]