

BOARD MEETINGS

I. OBJECTIVE

To establish a regular meeting date for the Board and to set forth the guidelines for conduct of the meeting.

II. POLICY

- A. Board meetings will be open to members. A member's comment period will be provided for on the agenda for members desiring to address the Board on matters of business that are appropriate to a Board meeting. Generally, members' comments are limited to three minutes, but may be extended by a majority vote of the Board.
- B. GVEA's Vice President & General Counsel will be present at all Board meetings.
- C. Active participation in Board meetings will be limited to directors, GVEA's President & CEO, staff, GVEA's Vice President & General Counsel, those persons named in the agenda for the meeting and those invited to participate at the meeting.
- D. The Board may go into executive session only in those instances specified in Policy 2.5.
- E. **Meetings of the Board meetings will be conducted in accordance with *Robert's Rules of Order Newly Revised*, 10<sup>th</sup> ed.**
- F. Regular Board meetings will not exceed three and one-half hours; however, meetings may be extended by the Chairman for one-half hour. Extensions beyond one-half hour must be approved by a unanimous vote of the Board members present.
- G. The Board may reschedule regular monthly meetings or schedule additional regular or special meetings.
- H. Board minutes will be entered in the Minutes Book after approval at the following meeting.
- I. The approved Board meeting minutes will be posted in the lobby area of GVEA's main office and on the GVEA webpage ([www.gvea.com](http://www.gvea.com)).

J. Regular Meeting:  
A regular meeting of the Board is set for the fourth Monday of each month at a time set by the Chairman.

K. Special Meeting:  
**Special meetings of the Board may be called by the Chairman of the Board or by any three directors.**

III. RESPONSIBILITY

A. It will be the responsibility of the Chairman of the Board or, in his absence, the Vice Chairman, to conduct the meetings in accordance with the *Robert's Rules of Order Newly Revised, 10<sup>th</sup> ed.*

B. The Chairman of the Board will be responsible for preparation of the agenda, in coordination with the President & CEO.

ADOPTED: April 15, 1987  
AMENDED: March 27, 2017