

**MANCHESTER UNITED METHODIST CHURCH
LEADERSHIP BOARD MEETING POLICY**

November 2, 2019

GENERAL POLICY

It is the general policy of the Leadership Board (the “Board”) that every meeting, except as provided below, shall be open to anyone.

NOTICE OF THE MEETING

The Board shall give reasonable advance public notice, no less than 72 hours, in writing of the time and place of each meeting by posting of the upcoming meeting’s agenda as set by the Board Chairperson and Lead Pastor. Notice of the meeting shall be given to all members of the Board and Church office. The Chairperson or Lead Pastor of the Board may call Special Meetings or Emergency Meetings and notice of such meetings shall be given as reasonably practical.

AGENDA

The Notice of the meeting shall consist of the Agenda to be considered at the meeting. The Agenda may be amended by the Board at the meeting to include matters not included in the original published Agenda. Only matters which require immediate attention of the Board shall be included by amendment of the Agenda. A member of the congregation may request that an item be placed on the Agenda by making written or e-mail request at least five (5) days prior to the meeting, requesting the matter to be placed on the Agenda. The written or e-mailed request shall be sent to the Board Chairperson and Lead Pastor. The Board, by majority vote, shall decide whether to amend the Agenda to include the matter requested. The matter may be deferred to a future Agenda or the Board may decide not to place the matter on an Agenda.

MEETINGS

Meetings shall be held at the time and place stated in the notice (Agenda) of the meeting. A quorum of the Board must be present for the Board to conduct business at the meeting.

Persons, connected to the mission and ministry of Manchester United Methodist Church, attending the Board meeting, shall have a right to address the Board. Persons wishing to address the Board shall sign in at the start of the meeting giving their name and a brief description of the matter they wish to

discuss. Each meeting agenda will include a specific time for “comments from members”. Persons addressing the Board shall speak only during the designated time for a maximum of three minutes. Persons wishing to address the Board on the same subject matter shall choose a representative to speak for the group. In the interest of completing Board business in a timely fashion, the Chairperson may limit the number of persons addressing the Board at each session.

The Chairperson shall have the discretion to terminate comments by any person if the Chairperson believes those comments to be unnecessary or inappropriate.

By addressing the Board, such person consents to their comments being recorded, videotaped, and/or included in the Board minutes.

CLOSED SESSIONS

If needed, a closed session will follow the open portion of the meeting. A meeting or portion of, can only be closed by a motion, with majority vote from the Board members present, supporting the closure motion. A statement of reason for the closed portion of meeting must be stated in the motion to go into a closed session.

If appropriate for discussion, the Chairperson may allow a member to address the Board in closed session on a matter which the Chairperson determines falls within one of the categories listed below.

The Board may close its meeting, records, minutes and votes when they relate to any of the following topics:

1. Legal actions, causes of action, arbitration or litigation, pending or threatened, or matters, which might lead to future legal action.
2. Leasing, purchase or sale of real estate, or other matters relating to real estate, where public knowledge might adversely affect the transaction or the amount paid in any such transaction.
3. Hiring, firing, disciplining, promoting, or otherwise evaluating any clergy or employee.
4. Individually identifiable personnel records.
5. Software codes for electronic data processing.
6. Existing or proposed security systems or discussion regarding the deployment of security personnel.

7. Any matter involving individual persons where discussion of the matter in open session might bring embarrassment or harm to such person or to others.
8. Any other matter where it is determined by a majority vote of the Board members present that the matter should be discussed in closed session in order to protect and promote the best interests of the church, members of the congregation, the staff, or other persons.

MINUTES

Minutes shall be kept of all meetings, and the minutes of all open meetings shall be made available to the congregation. Minutes of any Closed Session of a meeting shall be made, but those minutes shall be made available only to members of the Board, such Church staff as shall be necessary for the conduct of the Church business, and to any other person deemed necessary and appropriate by the Chairperson.