

KIUC BOARD POLICY NO. 16
ACCESS TO BOARD MEETINGS AND BULK MAILING LISTS

PURPOSE OF POLICY:

This policy explains which meetings of the Board are open to the public. It also provides guidance on when KIUC will undertake a bulk mailing to its members on behalf of another member.

POLICY CONTENT:

I. Public Access to Meetings of the Board

A. Open Meetings

1. **Regular and Special Meetings of the Board.** The Board conducts its business during formal meetings that are described in the Bylaws as regular and special meetings. Both regular and special meetings of the Board are open to the public.
2. **Executive Sessions.** As described in Robert's Rules of Order, the Board may conduct part of its meetings in executive session. Executive sessions are closed to the public. KIUC limits the topics discussed during executive sessions to human resources issues related to evaluating, dismissing, or disciplining an employee; labor negotiations; legal matters; topics pertaining to the safety and security of KIUC; and matters of a proprietary or financial nature where public disclosure could affect ongoing or potential negotiations or legal or administrative proceedings.

B. Closed Meetings

1. **Board Committee Meetings.** Meetings of Board committees are closed to the public.
2. **Other Meetings of Directors.** Members of the KIUC Board attend a wide variety of meetings at which no formal KIUC business is conducted, such as field trips and educational training sessions. These meetings are not open to the public.

C. Rules Governing Open Meetings of the Board

1. **Rules of Conduct.** Open meetings of the Board shall be conducted in an orderly manner. The Board may adopt rules of conduct for meeting participants. Any person who, in the sole discretion of the Board Chair, willfully disrupts a meeting so as to prevent and compromise the conduct of the meeting, shall be removed from the meeting.
2. **Meeting Agendas.** A tentative agenda for each regular meeting of the Board shall be posted on KIUC's website at least five (5) days prior to the meeting.

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3. **Meeting Minutes.** Minutes of regular and special meetings of the Board will be posted to KIUC's website as soon after the conclusion of the meeting as is convenient, with an indication as to whether such minutes have or have not been approved by the Board.
4. **Written Testimony Encouraged.** The submission of written testimony is encouraged up to the conclusion of each Board meeting. Such testimony will be accepted with regard to any item whether or not on the agenda. All such testimony will be attached to the original of the minutes of the meeting.
5. **Photography and/or Video Reproduction Prohibited.** No photography or video recording or other pictorial reproduction of meetings, other than by KIUC staff, will be allowed without prior written approval of the Board.
6. **Oral Testimony.** One opportunity to present oral testimony will be given to persons desiring to give oral public testimony at a Board meeting. Such individuals shall register by adding their name to the public testimony sign-in sheet. Oral testimony by anyone not so registered will not be allowed. No more than a total of sixty (60) minutes of oral testimony in the aggregate will be allowed for such testimony at any single Board meeting. Oral testimony by registered members of the public up to the maximum time allowed each such individual will be taken immediately following the committee reports agenda item for the meeting, in the order of registration. Testimony may be on any topic or topics relevant to KIUC, shall be limited to three (3) minutes in length, and shall be civil, and devoid of personal attacks, all as determined by the Board Chair. No individual will be allowed to testify more than once at any Board meeting. The Chair shall set the maximum time for individuals to testify subject to suspension of this rule by the Board.

II. Requests for Bulk Mailings to Members

To protect the privacy of KIUC members, KIUC will not provide a list of its members and their addresses to anyone. KIUC will, however, mail materials to all or a subset of its members, when it is requested to do so by a member, for one of the following three purposes: (1) to send election materials on behalf of a validly nominated candidate for election to the Board, (2) to notify members of a member petition, and (3) to contact members concerning a request to call a special meeting of the members. The member who requests this service from KIUC must pay the cost for mailing these materials, which includes the cost for the materials plus \$70 per hour for the labor associated with this effort.

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Secretary

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