

OBSERVATION OF LWVIL BOARD MEETINGS POLICY

LWVIL members are welcome to attend LWVIL Board meetings. The following guidelines apply to non-board LWVIL members that attend LWVIL board meetings (and who shall be known as "Observers"):

1. Observers shall notify the LWVIL Board President of their intention to attend an LWVIL meeting in writing no later than 48 hours prior to the scheduled meeting date.
2. Observers will receive a copy of the agenda and a confirmation of the time and location of the meeting. For virtual meetings, Observers will receive an email link, which may not be shared with or used by others.
3. If an Observer cancels plans to attend a meeting, Observers will notify the Board Secretary and the Board President prior to the start of the meeting.
4. Observers do not participate in the Board meeting. For virtual meetings, observer microphones will be muted and observer video cameras must be turned on. Observers shall not utilize the chat function.
5. Observers may communicate with the Board in writing before or after the Board meeting. Such communications should be sent to the Board President, who will share all such communications with the full Board. A response acknowledging the communication sent by the Observer will be emailed to the Observer no later than 48 hours after receipt by the Board President.
6. Recording of the meeting or portions of the meeting by any means is not permitted.
7. Should the board enter Executive Session, the Observers must exit the meeting.
8. The facility capacity will determine the maximum number of attendees for in-person meetings. Health concerns and facility limits may serve to restrict the number of Observers. Screen capacity will determine the maximum number of Observers for virtual meetings.
9. All decisions to limit Observers are within the sole discretion of the Board President.