**MOENA TAKING BOARD ACTION OUTSIDE OF A MEETING POLICY**

* To guide the MOENA board in making responsible decisions outside of a scheduled MOENA State Council Meeting.

**Policy**

This policy grants the MOENA Executive Board the ability to meet and take action outside of a State Council meeting.

1. Notice of the purpose of the requested meeting must be communicated to each member of the Executive Board.
2. All five Executive Board members must participate in order to conduct the meeting.
3. The notice requesting the meeting must contain the following information:
   1. The purpose and action to be taken.
   2. The date and time by which an Executive Board member must respond to the request.
4. By the response time stated in the request, each Executive Board member may:
   1. Agree to participate in the specially called meeting.
   2. Request that the action be taken at a regularly scheduled State Council meeting. If an Executive Board member makes this request the Board may not call a special meeting and action cannot occur outside of a State Council meeting.
5. The Board member requesting the meeting will communicate if the meeting will be held face-to-face, conference call or other means.
6. The chair of the meeting will designate a participant to take minutes. These minutes shall be stored, made available and otherwise treated as are the minutes of regular meetings. If there are confidential aspects to be protected, they shall be recorded separately and filed separately and confidentially.
7. The purpose and actions taken at the specially called meeting will be included on the agenda of the next regularly scheduled State Council meeting. It will be at the Executive Board’s discretion to determine if there should be confidential aspects of the meeting to be protected.
8. In event the Board determines that emergency expenditures are required, they may vote to and expend money up to an amount of $500.00 during a meeting as described in this policy.

The tenets of good governance and transparency dictate that boards should take action outside of a meeting only when necessary.