



NGAM National Guard Association of Michigan

STANDING RULES OF ORDER: EXECUTIVE SESSION

PREFACE

These standing rules of order for Executive Sessions of the National Guard Association of Michigan, (hereafter known as NGAM) Executive Council requires a majority vote for adoption and/or changes to these rules. Executive sessions provide a venue for handling issues that are best discussed in private and serve the following three functions: (1) assures confidentiality, (2) provides independence and oversight and, (3) are in accordance with Modern Rules of Order.

RULE 1

A. Executive Council may enter executive session for the transaction of business provided all meetings of any such public body shall commence as an open meeting, and an affirmative vote of three-fifths (3/5) of all voting members present shall be required to declare an executive session.

RULE 2

A. The procedure to be followed in declaring an executive session shall be as follows: Any voting member shall have the right to request, by motion, a closed determination upon the issue of whether or not to declare an executive session. Such motion, by majority vote, shall require the meeting to be closed for a preliminary determination of the necessity for executive session. No other business shall be transacted until the discussion of the nature of the matter requiring executive session has been completed and a vote, as required in RULE 1 hereof, has been taken on the issue.

RULE 3

A. An executive session shall be limited to matters allowed to be exempted from open meeting discussion as presented in RULE 4. The reason for holding such an executive session shall be stated in an open meeting and the reason so stated shall be recorded in the minutes of the open meeting. Nothing in this section shall be construed to require that any meeting be closed to the public, nor shall any executive session be used to circumvent or to defeat the purposes of this chapter.

RULE 4

A. Executive Council may hold an executive session pursuant to this section for one or more of the following reasons:

1. Transaction of business and discussion of personnel matters relating to the job performance, character, professional competence, employee contractual discussions, or physical or mental health of a person holding a specific position. This includes the right to enter into executive session concerning a line item in a budget which might affect the hire, salary, or termination of an employee or employees. All other budget items shall be considered in open meetings and final budgetary adoption shall not be taken in executive session.

2. Strategy sessions or negotiations with respect to prospective litigation, litigation or issuance of an appealable order when an open meeting would have a detrimental effect on the litigating position of the public body.



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3. Investigative proceedings regarding allegations of misconduct or violation of law.
4. Cases of extraordinary emergency which would pose immediate or irrevocable harm or damage to persons and/or property within the jurisdiction of NGAM.
5. Transaction of business and discussion regarding the prospective purchase, sale or leasing of lands or negotiations regarding the location, relocation or expansion of NGAM.

RULE 5

A. Any such vote whereby an executive session is declared shall be applicable only to that particular meeting on that particular day.

RULE 6

A. Seeking the floor:

1. Each member will seek recognition from the President by raising their hand indicating that they wish to speak. Speakers will have no more than three (3) minutes to voice their position for or against the motion.
2. Additional time can be afforded through another speaker wishing to yield their time, three (3) minutes allowed again.
3. A member cannot speak a second time on the topic until all other members wishing to speak have been given the opportunity to voice their position.

RULE 7

A. Documentation of Executive Session Minutes

1. If the session is an informal discussion, detailed minutes may not be necessary, but the general substance of the executive session itself should be noted. If the session contributed to a board decision about a difficult or important issue, minutes may be necessary. Executive session minutes should be shared only with participants in the executive session and should not be attached to the regular board meeting minutes. All confidential documents distributed for an executive session should be clearly marked as confidential, numbered and maintained by the Secretary.
2. Regular board meeting minutes shall indicate when the board went into an executive session, what the primary reason was and any formal decisions that were made in executive session, and when the board came out of executive session. One copy of formal documents will be maintained under lock and key by the NGAM Secretary.
3. Any documentation shared during an executive session must be collected by the secretary and destroyed at the end of the session.



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4. Minutes for any executive session can only be approved in a separate executive session meeting. Once reviewed and approved, copies of those minutes must be collected and destroyed by the NGAM secretary. One copy of the approved minutes and associated formal documents will be maintained under lock and key by the association secretary and destroyed per the organizations document retention policy.

RULE 8

A. These standing rules of order for Executive Sessions shall be published as a separate document and provided to all Executive Council members.

B. The rules contained in the Modern Rules of Order shall govern Executive Council meetings, to include Executive Sessions, in all cases to which they are applicable, except in which they are not consistent with the Bylaws of the Association or state of Michigan.



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