

POLICY

Executive Sessions may be held by the SkillsUSA South Carolina, Inc. Board of Directors, either as a part of regular meetings or special meetings, as specified in the Bylaws of SkillsUSA South Carolina, Inc.

Eligible to attend an Executive Session are all members of the Board of Directors of SkillsUSA South Carolina, Inc., and any specifically invited persons by the Board. The purpose of these meetings is to allow open discussion by Board members on matters dealing with employment and personnel or matters with legal implications.

Procedure

The following procedure shall be used to call and disengage an Executive Session:

- Prior to going into an Executive Session, the following motion should be made:
"I move that the Board of Directors go into an Executive Session to discuss (personnel matters) or (legal matters)."
- Upon returning from an Executive Session, the following motion should be made:
"I move to reaffirm that the previous Executive Session involved only discussions on (personnel matters) or (legal matters)."

The Secretary will be responsible for recording the minutes of all executive session. The Secretary will present a copy of the minutes to the board chair, no later than 10 business days following the executive session. The Secretary may be allowed to record the minutes both in writing and through recorded media. Although minutes will be kept for an Executive Session, they are not to be distributed due to their sensitive matter. However, the Board should understand Executive Session minutes could be subpoenaed for use in legal action.