



# Policy On Session Meetings Being Open To Non-Session Members Of The Congregation

approved by Session on January 26, 2010

revised and approved by Session on September 4, 2012

## I. Purpose of the Policy on Open Session Meetings:

In accordance with Rule G-3.0203 of the Book of Order, which recognizes that the Session has the complete authority to determine which non-Session members are permitted to attend meetings of the Session, the purpose of this policy is to create transparent, God-centered, organized, supportive processes concerning the manner in which, and when, the meetings of the Session will be open for attendance by non-Session members of the congregation and other people.

## II. Regular Session Meetings:

All members of the congregation are invited to attend all portions of any regular Session meeting, except the portion of any regular Session meeting held as an Executive Session. The Clerk of Session shall cause the schedule of all regular Session meetings to be posted on the ZPC website and be available in the ZPC Library as soon as possible after the beginning of each calendar year. If this schedule is modified by the Session at some point during the year, the Clerk of Session shall cause the updated schedule to be posted on the ZPC website and made available in the ZPC Library no later than one week after the schedule is modified.

## III. Special Session Meetings:

- A. All non-Session members of the congregation are invited to attend all portions of any special Session meeting that is called by the Moderator at least four (4) days in advance of the special Session meeting, except the portion of any special Session meeting held as an Executive Session. The Clerk of Session shall cause a notice of any such special Session meeting to be posted on the ZPC website and be available in the ZPC Library as soon as possible after the Moderator calls such meeting.
- B. Non-Session members of the congregation are not invited to attend any portion of any special Session meeting that is called by the Moderator less than four (4) days in advance of the special Session meeting.

## IV. Executive Sessions:

During any regular or special meeting of the Session, an executive session of the Session (the "Executive Session") may be called by a majority of the members of the Session in attendance at the meeting voting in favor of moving the meeting into Executive Session for any of the following reasons:

- A. To meet with one or more representatives of the Whitewater Valley Presbytery, the Synod of Lincoln Trails or any agency of the General Assembly of the Presbyterian Church (USA) regarding any affairs involving ZPC;
- B. To discuss strategy with respect to the conditions, terms and range of compensation of any potential employment by ZPC; provided, however, the final conditions, terms and compensation shall be approved in an open meeting of the Session prior to any such contract being executed;
- C. To discuss strategy with respect to the conditions, terms and range of fees of any potential engagement by ZPC of any industrial, commercial or professional people or entities; provided, however, the final conditions, terms and fees shall be approved in an open meeting of the Session prior to any such contract being executed;
- D. To discuss strategy and matters related to any litigation or potential litigation, which is either pending or been threatened;
- E. To discuss strategy and matters related to the disposition or acquisition (including, but not limited to, the leasing) of any real or personal property; provided, however, the final conditions, terms and price shall be approved in an open meeting of the Session prior to any such contract being executed or presented to the congregation for approval as required by the Book of Order;
- F. To interview industrial, commercial or professional people or entities, or their agents regarding any potential contract with ZPC for providing any industrial, commercial or professional services;
- G. To receive and/or discuss information about and interview prospective employees;
- H. To receive and/or discuss any personal information regarding any member of the congregation; and
- I. To receive and/or discuss any other personnel matters not identified above.

All information received or discussed in Executive Session shall be deemed confidential and held in confidence by each member of the Session unless otherwise specifically stated by the Moderator until such time as such information is discussed in an open meeting of the Session.

## **V. Conduct of Session Meeting Attendees:**

Although non-Session members of the congregation may attend certain meetings of the Session as set forth in this policy, such attendees are in attendance to only observe such meetings, and shall not speak out or act in any manner which the Moderator believes to be disruptive to the meeting or disrespectful to anyone in attendance at the meeting, including, but not limited to, any member of the Session or any invited guest of the Session. If a non-Session member of the congregation is unable to refrain from any such action, the Moderator may have such person leave or be removed from the meeting. In addition, while the minutes of each Session meeting together with all documents approved by the Session at such meeting shall be made available to the members of the congregation in the Library or other area in the facilities of ZPC as determined by the

Moderator within a reasonable period of time after each such meeting, no such documents shall be made available to non-Session members of the congregation prior to, or during the meeting, and no informational documents provided to the Session prior to, or during the meeting, and which are not approved by the Session shall be made available to non-Session members of the congregation at any time.

**VI. People Who Are Not Members of the Congregation:**

Except as set forth in Section VII of this policy, no person, who is not a member of the congregation, shall be permitted to attend any meeting of the Session.

**VII. Invited Guests of the Session:**

Notwithstanding any other provision of this policy, a majority of the Session attending any meeting of the Session may invite any person or persons to attend any meeting of the Session, including any Executive Session, and may invite such person or persons to provide information and reports to, engage in dialogue with, and answer questions asked by, the Session on any matters as determined by a majority of the Session from time to time. In addition, the Session invites the Executive Director to attend every meeting of the Session, including every Executive Session, and to provide information to, engage in dialogue with, and respond to questions from, Session members on any and all matters presented at such meetings; provided, the Session may ask the Executive Director to leave any Executive Session in which the Executive Director's conduct is the subject of discussion.

**VIII. Compliance with the Book of Order:**

To the extent a provision of this policy conflicts with the Book of Order, as determined in writing by the Executive Presbyter of the Whitewater Valley Presbytery, then that provision shall be stricken from this policy but the remaining provisions of the policy shall remain in full force and effect until modified by a majority of the Session.

**IX. Effective Date:**

This policy shall be in effect immediately following its adoption and begin to apply to the meeting immediately following the conclusion of the meeting at which this policy is adopted.