

**Ferry Beach Park Association
Board Communication Guidelines and Protocol
Updated March, 2014**

The Board of the Ferry Beach Park Association is committed to its responsibilities to our members. As such, the Board must balance the need for transparency with sensitivity to issues facing the organization that may require confidential or restricted discussions.

Transparency in governance is about making every effort to share information as needed and, just as important, to invite input and to share the rationale that lies behind decisions.

To achieve this, the FBPA Board and membership will observe recommended UUA guidance:

Board Meeting Information

- The board meeting is the forum by which the members of the board share information related to the effective governance of the organization. The by-laws require a minimum of four board meetings per year.
- The Board seeks to establish and post the board meeting dates several months in advance. Meeting information will be posted on the FBPA website. The annual meeting must be held at the FBPA location. Regular meetings may be held in suitable locations throughout New England.
- The Executive Committee sets the agenda for board meetings. All Board Meetings are held in a manner following Roberts Rules of Order while also adhering to and respectful of UU principles and values.
- Presentation materials for the board meeting are proprietary to the board and are not distributed to the membership at large.
- Board meetings are open to the membership. A designated time is set-aside at each board meeting for general members to ask questions of the Board regarding matters on the agenda. Questions, submitted in writing to the Secretary will be accepted.
- Often, information and questions brought through the open portion of the board meeting will be addressed at another time rather than during the current meeting. This is to ensure adequate follow-up is considered in the response. This also respects topics within the current agenda and ensures the board member's time is respected.
- In accordance with the by-laws, executive sessions can be called at the majority vote of the Board due to the sensitive nature of the subject matter to be discussed and that the executive session would be in the best interest of the Ferry Beach Park Association.

- Board minutes will be posted once approved by the Board, typically following the subsequent Board meeting. Approved minutes will be posted on the FBPA website and remain posted for one year.

Annual Meeting Information

- The Board is required by the by-laws to set the Annual Meeting by May 1st each year. In actuality it has been established by the end of the previous calendar year. This is to ensure adequate notice to members, availability of audited financials and review of the full years' activity. Once determined, the date will be posted on the FBPA website. This meeting must be held in Saco, ME.
- The annual meeting agenda and nominations to Board of Directors positions will be posted in Quillen Lobby and on the FBPA website 30 days in advance of the meeting date.
- Within a 24 hour period prior to the Annual Meeting, the Board of Directors will provide a designated time such as a Cottage Meeting or Town Hall Meeting format to take questions and hear feedback from general members.
- Annual meeting minutes will be posted once approved, by the membership, as per the by-laws, at the next Annual meeting. DRAFT minutes, so noted, may be made available in advance. Approved minutes will be posted on the FBPA website and remain posted for one year.

Board Member Availability

- Members of the Ferry Beach Board of Directors strive to be available to FBPA membership as reasonable. When at the Beach, and during meetings, they wear clearly identified nametags.
- Board members will hold periodic town hall sessions or cottage meetings with the members. Typically town hall meetings are held during summer conference weeks, prior to the annual meeting as well as part of special event weekends such as the fall donor recognition reception.
- Board members are available through email (via the website) and phone for items not on the agenda. The Town Hall structure is another opportunity for members of Ferry Beach to speak their minds about issues related to Ferry Beach. There are approximately 10 Town Halls per year.

Adopted by Board of Directors
Ferry Beach Park Association
4/5/14