

**COLORADO CHAUTAUQUA ASSOCIATION (CCA)**  
**POLICY ON EXECUTIVE SESSIONS**

1. Consistent with the Colorado Revised Nonprofit Act, 7-128-203: Notice of Meetings, executive sessions of the board of the Colorado Chautauqua Association shall be held to discuss only the following topics.
  - The purchase, acquisition, lease, transfer, or sale of real, personal, or other property interests
  - Legal matters including conferences with CCA attorneys or determining positions related to matters that may be subject to negotiation or litigation.
  - Personnel matters related to the executive director or the performance of a board member.
2. It is the responsibility of the CCA President or the presiding officer of a meeting to ensure that executive session discussions are confined to the topics noted above.
3. An executive session will be listed on the agenda of every regular board meeting. The board may go into executive session based on a motion duly made and approved (with a majority vote) stating the category of topic to be discussed.
4. A vote on any matter may not be taken during an executive session. Any vote related to an executive session discussion must be taken when the board returns to the regular meeting. The minutes of the regular meeting must reflect the topic of the executive session.
5. All matters discussed in an executive session are subject to the strictest confidentiality on the part of board members.

Approved by the CCA Board of Directors on July 23, 2018