Non-Board Member Attendance at Board Meetings
Guidelines

Since it is the goal of the board to accomplish business, these guidelines were formed to assist the board and fellowship in how to proceed with non-board members at board meetings. Only non-board members who are COSA members may attend a board meeting.

A non-board member is invited to board meetings as an observer only and asked to not speak during the meeting. To attend a board meeting, the non-board member must receive approval to attend from the Chair two weeks prior to a board meeting. If the non-board member wishes to speak at the end of the meeting, they must get approval from the Chair prior to the meeting. If the non-board member has prior approval to speak, they will be given up to two minutes at the end of the meeting with no more than six minutes allowed for all observers to speak.

Non-board members, who are COSA members, may attend the following ISO board meetings:
   A. May (face-to-face) board meetings – ZOOM attendance will not be allowed.
   B. Monthly board meetings.

Non-board members, who are COSA members, may NOT attend the following ISO board meetings:
   A. Retreat board meetings – ZOOM attendance will not be allowed.
   B. Exception: A non-board member is invited by the Chair for specific ISO business.

Some board meetings or parts of board meetings may be closed. Closed meeting topics may include but are not limited to:
   A. Personnel discussion.
   B. Discussions in which personal names/individual group names will be used. (Twelfth Tradition)
   C. Topics requested to be closed by a board member either prior to the meeting or during a meeting.
   D. Personal discussions of a private nature.

Information regarding attendance of board meetings for non-board members who are COSA members will be announced once a year at the Annual Delegate Meeting, at the Annual Convention, and to the general fellowship by way of a fellowship e-mail or through the Balance.

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