



DURANGO ARTS CENTER & BOARD OF DIRECTORS

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# Guest Attendance at Board Meetings

## *Board of Directors Policy Statement*

Purpose: Whereas the DAC Board meetings constitute the business meetings for the DAC Board, and are the legitimate setting for the Board to discuss and make organizational decisions, this policy statement addresses the procedures for inviting guests (non-Board members) to attend regularly scheduled Board meetings. Because DAC is a private non-profit 501(c)3 not subject to Colorado "Sunshine Laws," the Board sets the policy on guest meeting attendance in the spirit of transparency and accountability.

### Procedures:

1. A guest, including a DAC member, may make a request in writing to the Executive Director and Board President to attend a regularly scheduled Board meeting and be placed on the Board Agenda.
2. The guest needs to be specific on why he or she wants to address the Board, and will be limited to that inquiry in the time allowed.
3. The request must be received no later than two weeks before a regularly scheduled Board meeting, to provide sufficient time for the request to be considered as the Board Agenda is developed.
4. If approved, the guest may attend the first three minutes of the regularly scheduled Board meeting. The Board may decide, at its discretion, to extend the amount of time the guest is present at the meeting.
5. Nothing in this policy prevents the Board President and Executive Director from inviting specific guests, such as potential Board members, DAC staff, experts on issues under consideration, and others, to attend a regularly scheduled Board meeting.
6. Board Members may also request that the Board President and Executive Director approve the attendance of a guest, per the procedures outlined above.

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Enacted March 11, 2015

Amended by the DAC Board of Directors May 4, 2015