

Approved by Vestry Board Nov. 30, 2023

Endowment Investment Board: Procedure for meeting attendance  
October 21, 2023

To increase awareness and transparency of its work, the Endowment Investment Board (EIB) adopts the following procedure for meeting attendance and participation at its regularly scheduled quarterly meetings by persons who are not EIB members.

- I. Whether meeting in-person or via ZOOM or a similar app, the following apply:
  - a. Up to five seats available
  - b. Must be a member of the church.
  - c. Must register to attend at least 2 days in advance so that relevant materials can be sent by the EIB Secretary.
  - d. Must respond by email to Secretary to confirm receipt of registration and materials.
  - e. May speak on topic or ask questions for up to 3 minutes.
  - f. At discretion of chair time may be extended.
  - g. The EIB may move to closed session if a particular topic involves sensitive personal or legal matters.
  - h. The EIB's Secretary will publish the quarterly meeting dates as they are established by the EIB in the intervening GATEWAY editions.
  
- II. In the meeting announcement, the EIB Secretary will identify a means for members to register their intended attendance.
  - a. In the case of a ZOOM or similar app meeting, the Secretary will respond to the registration with an email containing appropriate log-in information. In the case of an in-person meeting, the Secretary will respond to the registration with an email confirming the meeting location and time.
  - b. Registration confirmation emails will include standard language requesting the registrant to convey to the EIB chair via an embedded email address their primary concerns and/or questions.
  - c. If the five-guest limit has been reached, the Secretary will communicate the same to subsequent registrants and ask if they wish to be placed on a waiting list.
  - d. The standard email response for either in-person or ZOOM or similar app meetings will advise the registrant of the possibility of the EIB moving to a closed session. In the case of in-person attendance, guests will be asked to step out of the meeting room. In the case of a ZOOM or similar app meeting, the Secretary will block guest access for that period of time.
  
- III. Beyond those that are regularly scheduled each quarter, the EIB periodically has a need to hold additional meetings.
  - a. If the lead time for a specially called meeting allows for proper GATEWAY announcement and registration, the procedures above will apply.
  - b. If the lead time for a specially called meeting does not allow for sufficient notice and registration, the Secretary will report that the meeting was held in the next available GATEWAY.
  - c. If the sole topic of a specially called meeting requires a closed session the Secretary shall report the meeting and the fact that it was closed in the next available GATEWAY.

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- d. As is the case with closure, determining whether sufficient lead time is available is at the discretion of the Chair.