



Policy .....	2.20
Revised Policy .....	New
Revised Procedure .....	2/23
BOD Reviewed and Approved ...	2/23
DEI Reviewed .....	2022-23
Substituted for .....	11/20
Original Date .....	8/18

## **POLICY & PROCEDURE**

### **AUDITORS AT BOARD OF DIRECTORS (BOD) MEETINGS**

#### **POLICY**

Any member in good standing may attend a Board of Directors (BOD) Meeting.

#### **PROCEDURE**

1. It is the responsibility of the elected BOD members to accomplish the association's business. Well organized and efficient BOD Meetings are critical to furthering ANNA's mission.
2. To attend a BOD Meeting, an auditor must receive approval to attend from the National President two (2) weeks prior to the BOD Meeting.
3. ANNA's agenda for the meeting will be circulated to the membership in advance.
4. Auditors attending a BOD Meeting will not be provided access to BOD Meeting materials.
5. Auditors will be seated in the auditor's section.
6. Auditors are to treat BOD discussions and documents with the same confidentiality that is expected of BOD members.
7. Confidential parts of the BOD Meeting (e.g. Executive Session) are attended by BOD only and closed to auditors. Closed meeting topics may include but are not limited to:
  - a. Personnel and contract discussions.
  - b. Topics requested to be closed by a BOD member either prior to the meeting or during a meeting.
8. Auditors may express opinions and ask questions when invited to do so by the National President. Auditors are valued and may address the members of the BOD when recognized by the National President and if time in the BOD agenda allows.
9. Auditors will not be allowed to hold side discussions during the meeting.

10. The National President will recognize auditors before participating in discussion.
11. Should an auditor interrupt a meeting or cause a disturbance, the auditor will be requested to leave the meeting room.
12. The National President reserves the right to limit the number of auditors, without providing an explanation, and length of time the auditor may address the BOD.
13. Auditors at BOD Meetings will be required to sign a “Auditor Attendance Policy Card” (Policy & Procedure 2.20A, *Auditor Attendance Policy Card*) prior to attending a BOD Meeting.