

ALA Transparency Policy

Approved by the Board of Directors June 24, 2017

1. A Question and Answer Agenda Item will appear on all Board Meeting Agendas for members and Board members.
2. Establish a Question and Answer Item on all Agendas for Committee meetings.
3. Approval of Policies by Board Vote will be held in Open Session at Regular, Special, or Emergency Board Meetings and **not** in Closed Session meetings.
4. Any new Policy or By Law change to be approved by the Board will include a Member Comment Agenda Item in order to hear from the members prior to the Board's vote.
5. The ALA Candidate Forum will be digitally recorded and available on the Members Only portion of the ALA website and a link will be emailed to all members on ALA's database in the format known as the ALA email blast.
6. All Regular, Special and Emergency Board Meeting Agendas and materials for the meetings will be email blasted to all members on ALA's database at least 4 days prior to the meetings except for Emergency meetings which will be 48 hours prior. All Closed Session meeting Agendas will also be email blasted to all members for information only.
7. ALA Board will only hold Closed Session Board Meetings for personnel or member issues, legal issues and third party contracts, with the understanding that the Board will provide as much information as possible in Open Sessions for members.
8. ALA website will be updated routinely to include Agendas, minutes for all Open Sessions, approved Financials, for all Board Meetings including: Regular, Special, Emergency and Agendas for Closed Session Board meetings as well as all Committee meetings.
9. Draft minutes of the previous month's Board and Committee meetings will be made available to all Members at Board and Committee Meetings. Draft Financials will also be available to members who attend these meetings.
10. IRS Tax forms will be Approved by the Board at a Regular Board Meeting, not in Closed Session.
11. At least 2 years of approved IRS Tax Forms will be available on the front page of the ALA website and at the Front Desk at the ALA Marina Office for easy inspection.
12. At least 2 years of approved Audits will be available on the ALA website and at the Front Desk at the ALA Marina Office for easy inspection.

13. All ALA Policies will be posted on the ALA website.
14. Any new, proposed or revised ALA Policy or Bylaw will be email blasted to ALA members, as well as posted on the ALA website and Community Board at least 15 days prior to Board vote.
15. As soon as the Board approves an ALA Policy or Bylaw, it will be email blasted to ALA members on ALA's database, posted on the ALA website and Community Board within a week of Board approval.
16. All Board Members and Committee Members will file Conflict of Interest forms annually as well as any other Non-Disclosure Agreements, Code of Conduct or any other forms which the ALA Board may determine.
17. Until there is a Policy or Bylaw defining Closed Session for Committee Meetings, Committees will only hold Closed Session Meetings for Member Violations, Member Grievances, or any matter which may be confidential involving personnel, legal or third party contracts.
18. At the end of each email blast there will be a link to approved Board meeting minutes.