



## ISLAND HOUSING TRUST

A community land trust for Martha's Vineyard

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### OPEN MEETING GUIDELINES & PROCEDURES

January 8, 2011

The Island Housing Trust Corporation (IHT) has adopted Open Meeting Guidelines and Procedures, based generally on the Massachusetts Open Meeting Law, in order to create greater accountability and transparency between the non-profit organization, town governments, and the general public that it serves.

#### Notice of Meetings

Notice of every meeting of the IHT Board of Directors shall be posted in the Vineyard Housing Office, on the organizations website, and filed with the clerk of each of the six towns on the Island of Martha's Vineyard at least forty-eight hours (not including Sundays or legal holidays) before each regular and annual meeting. The meeting notice shall be printed in easily readable type, and shall contain the date, time and place of the meeting. Notice requirements do not apply for special meetings that require immediate action by the IHT Board of Directors.

#### Meeting Minutes

Minutes of every regular and annual meeting shall be maintained and available to the public once they have been reviewed and approved by the Board of Directors. Minutes shall include the date, time, place of meeting, the identity of the Directors present, and all actions taken at the meeting including votes, their formal decisions, and discussion and considerations of issues for which no vote was taken or final determination was made. Minutes of an executive session shall also be made available to the public once it has been determined by the Board of Directors that the need for secrecy has passed. The IHT shall permit minutes to be copied and shall charge a reasonable copying fee.

#### Conduct of Meeting

All regular and annual meetings shall be open to the public and any person shall be permitted to attend unless the Board of Directors decides to hold an executive session. The Board of Directors shall go into executive session for the following reasons:

- Matters involving organization staff or homeowner/ lessees, or other program participants.
- Legal matters.
- Real estate and permitting matters.
- Private fundraising matters.