

Advancement | UCF Foundation, Inc.

Open Meeting Policy

Policy# 6.02

Effective Date: 11/21/2017

Responsible Department: Legal Department

1. **PURPOSE**

To ensure compliance with Florida laws that govern openness of meetings, commonly referred to as the Sunshine Law.

2. **APPLICABILITY**

All Advancement employees or UCF employees acting on behalf of the University of Central Florida Foundation (UCFF), as well as all Board members, who attend meetings that are deemed open to the public.

3. **POLICY**

Reasonable notice of any public meeting, including time and location, will be given by the CEO for the UCFF Board of Directors or Senior Associate Vice President for Advancement, Alumni Engagement and Annual Giving for the UCF Alumni Board or his or her designee. The preference is to provide at least 48 hours' written notice of a public meeting. A meeting agenda may be provided with the notice.

The respective Board Chair may allow time for general public comment at all meetings. Any member of the public who wishes to speak will provide prior written or verbal notice to the Board Chair. Each member of the public will be provided with three minutes to speak. The Board Chair has the right to enforce the time constraints.

At each meeting, a specified designee will take meeting minutes. The meeting minutes will include the name of the organization, date and time of the meeting, who called the meeting to order, the names of those who attended the meeting (including guests), who was absent, and if a quorum was present. In addition, it will be documented when a board member arrived or left a meeting, if it occurs after the initial roll call.

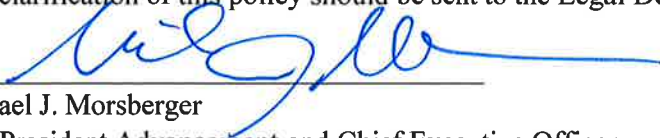
The minutes will include a brief description of any discussion that occurred during the meeting and all motions made during the meeting. Minutes will also include the exact wording of any motions, as well as the names of any person who made or seconded the motion, the outcome of the motion (including names).

Minutes will be drafted at the earlier of the following occurrences: (i) next meeting; or (ii) 60 days after the meeting. Minutes will be reviewed and approved at the next meeting.

All required public notices, agendas and meeting minutes, will be maintained by the CEO or his or her designee.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Legal Department.



Name: Michael J. Morsberger

Title: Vice President Advancement and Chief Executive Officer

Revision history:

Adoption Date: 04/14/2009

Revised: 04/05/2016

11/21/2017