



**Homeowners Association**  
Oakwoodha.org  
A Not For Profit Corporation

## **Uses and Procedures during Executive Sessions of the OHA Board of Directors**

### **OHA Procedure #6**

- 1. Purpose:** To ensure that business conducted by the OHA Board of Directors is conducted in an open and public manner.
- 2. Responsibility:** The OHA President is directly responsible for insuring the OHA Board of Directors uses Executive Sessions only as authorized.
- 3. Definitions:**
  - a. **OHA:** Oakwood Homeowners Association
  - b. **OHA Board:** OHA Board of Directors as defined by the OHA CC&Rs and By- Laws
  - c. **Executive Session:**
    - i. A meeting of the OHA Board during which only members of the OHA Board of Directors are present.
- 4. Basis for Procedure:** Although the below listed laws do not apply legally to the OHA, they form the basis for this procedure.
  - a. Illinois Open Meetings Act.
  - b. Illinois Common Interest Community Association Act.
- 5. Use of Executive Sessions: Executive Sessions shall only be used for the following purpose:**
  - a. Discussion of specific accounts receivable and actions to be taken to resolve those accounts receivable which would make public information related to debt to the OHA of individual homeowners.
  - b. Discussion of personnel issues, including board members and committee members.
  - c. Discussions of contracts where open discussion could jeopardize the competitive aspects of the contracts.
  - d. Discussions on matters related to litigation or which could lead to litigation. This includes discussions of request of homeowners for information or data not normally included on the OHA Web Site.

## 6. Executive Session Processes:

- a. Executive sessions can only be requested by a member of the OHA Board. Non-board members can identify the need for an Executive Session to the President.
- b. The President, or in his absents, the Vice President shall determine if the request meets the criteria of this procedure.
- c. Executive sessions shall be used for discussion purposes only. Official votes, when required, shall be taken in the normal session.
- d. Minutes of normal sessions of the OHA Board where votes are taken on items discussed in Executive session, shall be worded in a manner that does not breach the confidentiality of individuals or home addresses.
- e. Minutes shall be taken by the Secretary at all executive sessions.
- f. Minutes of executive sessions shall not be posted on the OHA website but will be retained per OHAP #1, Document Control.
- g. Executive Session minutes shall be treated as confidential and available to OHA Board Members only.
- h. Executive sessions shall normally take place at the end of normal OHA Board meetings.
- i. Prior to going into Executive Session, the OHA President shall state which criteria in Paragraph 5 above is the basis for going into Executive Session.
- j. The Board shall reconvene into a normal Board Meeting after an Executive Session in order to vote, if required and to adjourn. Prior to going into Executive Session the President shall determine and announce whether the OHA Board shall have a vote after the Executive Session is concluded.
- k. The OHA President can invite a non-board member to present information on a specific topic. The non-board member shall only be present during the discussion of topic related to the individual and shall be dismissed during discussion of all other topics.

Approved by the OHA Board of Directors on : 6/2/2011