

EVERETT SCHOOL EMPLOYEE BENEFIT PLAN

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Meeting

Standing Rules

1. All meetings of the Trust shall be open meetings. Any employee of the Trust may attend if he/she so chooses. Employee bargaining groups may invite their business/union representatives to attend as well.
2. The chairperson shall provide those in attendance an opportunity to participate in the discussion.
3. Only ~~elected~~ Trustees shall be entitled to vote. Voting will be verbal unless two Trustees request a written ballot. The result(s) of each vote shall be announced before proceeding to the next item of business. Any Trustee may have his/her vote recorded in the minutes upon his/her request.
4. The chairperson shall automatically declare an Executive Session when dealing with a claims appeal (and related business) in order to protect the privacy of the individual employee and/or family member. The employee may request to present his/her claims appeal during an open meeting. However all discussions relating to the appeal until the decision is announced must be in Executive Session. At this point the involved employee/family member will also be requested to leave.
5. Advisors/Consultants to the Trust are encouraged to participate in the Executive sessions.
6. Any two of the Trustees may request the Trust to conduct specific discussions in executive session. A majority vote of the Trustees is required for this to happen.
7. Upon the conclusion of any executive session, the chairperson shall announce the results of any actions taken during the executive session, and a brief rationale for the decision that was made.
8. Normally, the date of the next meeting will be announced prior to the adjournment of a meeting. In the event of an emergency meeting, the chairperson will attempt to give each regular participant in Trust meetings at least five (5) working days notice. It is acknowledged that the situation

may occur wherein a shorter notification period is justified.

9. The agenda of the meeting is a guide to the topics to be considered during the meeting. It does not dictate the order in which the items business are covered.

10. The meeting will be conducted using accepted parliamentary procedures unless the Trust documents state otherwise.

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