

**Phillips West Neighborhood Organization**  
**Board Meeting Access Policy**  
*Last Updated 1/25/2021*

**Purpose:** to articulate the PWNO policy towards participation in and observation of organizational board meetings, and the PWNO approach to the dual needs of efficiency and transparency

It is Minneapolis City policy that “A [neighborhood] organization may only hold closed meetings in cases of labor-management and legal disputes.” Furthermore, City guidelines explicitly state that neighborhood organizations should take “positive steps to encourage all interested parties to attend and participate” in neighborhood meetings on a regular basis (see pg 3 of [CPP Guidelines](#)). The purpose of this policy is to encourage participation and transparency between neighborhood organizations and the constituents (residents, employees, property owners, and other stakeholders) they are meant to serve.

Therefore, PWNO board meetings are open to the public. Information about how to access these meetings should be widely shared in advance in accordance with the City policy as stated above. In addition, meeting minutes as taken by the PWNO secretary will be shared publicly via our website. All board meeting minutes will be posted within one week of the meeting taking place.

PWNO holds that the primary function of board meetings is to conduct board business. As an all-volunteer board with limited time, these meetings are essential to the function of the organization. While transparency and participation of non-board members is welcome in this space, community feedback and engagement are *not* the primary purposes of board meetings. Those goals are the primary function of other PWNO structures, which may include community meetings and committees.

If a member of the public does not have enough time to share all of their thoughts during a board meeting, they may follow up with the PWNO board directly. This can happen by email (see: [PWNO Communications Policy](#)) or by attending another public meeting such as the annual meeting, community meetings, or other public events that PWNO may choose to host. Participation on the PWNO board is also open (and welcome) from the public, subject to the qualifications as outlined in our bylaws.