



NUMBER: 520
SUBJECT: OPEN AND PUBLIC MEETINGS — BATC CAMPUS BOARD OF DIRECTORS
EFFECTIVE DATE: AUGUST 15, 2005
EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011
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520.1 — OPEN AND PUBLIC MEETINGS — BATC CAMPUS BOARD OF DIRECTORS

The legislature finds and declares that the state, its agencies, and political subdivisions, exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. (*Utah Code Annotated* 1994, Supp. 52-4.)

520.1.1 — Exceptions

Every official meeting conducted by or held by the Campus Board of Directors are open to the public unless closed by a two-thirds vote of the members of the body proposing to close the meeting. The vote to close the meeting must be taken at an open meeting for which notice is given and at which a quorum is present. No closed meeting is allowed except as to matters exempted. No ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed meeting. The reason or reasons for holding a closed meeting and the vote, either for or against the proposition to hold such a meeting, cast by each member by name shall be entered on the minutes of the meeting.

A closed meeting may be held for any of the following reasons: (a) discussion of the character, professional competence, or physical or mental health of an individual; (b) strategy sessions with respect to collective bargaining, litigation, or purchase, leases, exchange of real property; (c) discussion regarding the disposition of security, personnel, or devices; and (d) investigative proceedings regarding allegations of criminal misconduct.

Nothing in this act shall apply to a chance meeting or a social meeting. No chance meeting or social meeting shall be used to circumvent this provision.

This policy shall not prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised.

Those in attendance at a closed meeting must sign a statement indicating that the sole purpose of the meeting was for one of the stated exemptions.

520.1.2 — Public Notice of Meetings

Each public body shall give not less than 24 hour public notice of the agenda, date, time, and place of each of its meetings. Such public notice shall be posted on the Utah Public Notice Web site.

520.1.3 — Minutes of Open Meetings

Written minutes shall be kept of all open meetings. Such minutes shall include: (a) the date, time, and place of the meeting; (b) the names of the members present and absent; (c) the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; (d) the names of all citizens who appeared and the substance in brief of their testimony; and (e) any other information that any member requests be entered in the minutes.

520.1.4 — Minutes of Closed Meetings

Written minutes shall be kept of all closed meetings. Such minutes shall include: (a) the date, time, and place of the meeting; (b) the names of members present and absent; and (c) the names of all others present except where such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting.



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520.1.5 — Minutes as Public Records

Minutes are public records and shall be available within a reasonable time after the meeting.