

Noticing a Meeting

- Post with at least **24 hour notice**.
 - on the Public Notice Website (PNM)
 - at anchor (meeting) location
- Notices include
 - agenda
 - date
 - time
 - place of the meeting
- Agenda should have “reasonable specificity.” Include discussion items, action items, public comment, and if there will be a closed meeting.
- Post a yearly calendar of regular meetings on the PNM.

Emergency Meetings

- Use **ONLY** for true emergencies when 24 hours notice cannot be given.
- A majority of the board must approve holding the meeting.
- Post as early as possible.
- Agenda includes topics to be considered so that action can be taken.
- Calling a meeting outside the published calendar is **NOT** an emergency meeting.

Holding the Meeting

- Meeting are valid only with a simple majority of board members present.
- Take minutes.
- Record audio in full. Do not edit.

Electronic Meetings

- Electronic meetings are allowed if the school has a policy allowing them.
- The public must have a way to connect and participate in the meeting.
- An anchor location must be provided for public that wish to participate unless there are health and safety concerns raised by the Chair.
- The Chair requires a person to identify themselves if they participate and/or vote.



OPMA Code:

<https://le.utah.gov/xcode/Title52/Chapter4/52-4.html>

Meeting Minutes & Recording

- Minutes are vital and should clearly capture what happened in the meeting.
- Minutes must include:
 - Date, time, and place of meeting
 - The names of members present and absent
 - The substance of matters proposed, discussed, or decided which may include a summary of comments made by members
 - A record, by individual member, of each vote taken by the body
 - The name and substance of comment from each person providing public comment
 - Any other information requested by the members to be entered into the minutes
- Minutes must be posted:
 - PENDING: within 30 days of the meeting clearly marked as PENDING
 - APPROVED: within 3 days of approval and include any public materials distributed at the meeting
- Recordings must be posted:
 - Within 3 days of the meeting
 - Must be unedited
 - Must be labeled with date, time, and place of the meeting

Open and Public Meetings Act

The Utah Open and Public Meetings Act is designed to ensure that governmental decisions are made transparently, publicly, and accountably. Public bodies must provide advance notice, allow public access, maintain records, limit closed meetings to specific circumstances, and avoid private coordination that undermines open government.

Closed Meetings

- A closed meeting is allowable if:
 - the closed meeting was noticed in the open meeting agenda
 - a quorum of members is present
 - two-thirds of the members present approve closing the meeting
- Actions to close a meeting:
 - Record the following in open meeting minutes and recording:
 - Specific reason for going into closed meeting
 - Roll call vote of members for or against going into closed meeting
 - Location of closed meeting
 - Pause open meeting recording and minutes
 - Start a new recording for the closed meeting. You may take minutes in the closed meeting.
 - Closed meeting recording and minutes must include:
 - Date, time, and place of meeting
 - Names of members present and absent
 - Names of others in closed meeting unless it would infringe on the confidentiality of the purpose of closing the meeting.
- A meeting may be closed to discuss:
 - An individual’s character, competence, physical or mental health
 - Strategy session to discuss pending or imminent litigation
 - Strategy session to discuss purchase, sale, or lease of property
 - Discussion of deployment of security personnel, devices, or systems
 - Investigative proceedings regarding allegations of criminal misconduct
- The **ONLY** vote allowable in a closed meeting is to close the closed meeting and return to the open meeting.
- Any action decided in the closed meeting must be voted on in the open meeting. If there is no action, it is helpful to note in the open meeting minutes.
- You may not interview a person for an **elected** board position in closed meeting.
- Retain unedited recording and minutes permanently. They are protected but can be requested by a court order.

Best Practices

- **The guiding principle is to make it easy for the public to participate!**
- Notice meetings well in advance of the required 24 hour notice.
- Use emergency meeting notice for true emergencies, not because you forgot to post on time. Move the meeting back if you miss the 24 hour posting requirement.
- Mark pending minutes appropriately and post in a timely manner.
- Use the PMN to store all your recordings, minutes, agendas, meeting handouts.
- Include a link in the agenda if your meeting has electronic participation.
- If a quorum of board members gathers at a school social event, have someone walk away to avoid the appearance of impropriety.
- Don’t use email/text/google docs to share/discuss things as a board.
- Have at least two people with access to the PMN available to post meeting notices.
- Participate in yearly training as required and train new board members as soon as they join the board.