

NUMBER: 520

SUBJECT: OPEN AND PUBLIC MEETINGS – COLLEGE BOARD OF DIRECTORS

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PAGE 1 OF 1

520.1 – OPEN AND PUBLIC MEETINGS – COLLEGE 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

Exceptions are outlined in Utah Code: [52-4-201](#)

A meeting that is open to the public includes a workshop or an executive session of a public body in which a quorum is present, unless closed in accordance with Sections [52-4-204](#), [52-4-205](#), and [52-4-206](#).

520.1.2 – Public Notice of Meetings – Emergency Meetings

Public Notice of Meetings – Emergency Meetings is outlined in Utah Code: [52-4-202](#)

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.

An emergency meeting of a public body may not be held unless:

- a. An attempt has been made to notify all the members of the public body; and
- b. A majority of the members of the public body approve the meeting.

520.1.3 – Written Minutes of Open Meetings

Written minutes shall be kept of all open meetings as outlined in Utah Code: [52-4-203](#)

520.1.4 – Closed Meetings

A closed meeting may be held in accordance with Sections [52-4-204](#), [52-4-205](#), and [52-4-206](#)

520.1.5 – Electronic Meetings

Board members may participate in a meeting of the Governing Board by means of telephone or other communications equipment by which all members participating in the meeting can hear each other. Participation by such means shall constitute presence in person for purposes of determining a quorum and voting on agenda items. [Reference Policy 103.4.8, [52-4-207](#)]