OPEN MEETINGS

1. Policy: Any action taken must be done openly and all deliberations are to be conducted openly.
2. So important that by law we are required to train on this annually.
3. "Meeting" – Defined as the convening of a public body when a quorum is present, including work meetings.
4. Properly Noticed: Generally at least 24 hours in advance, unless it is for an emergency meeting.
5. If there is no quorum of the body, it is not a meeting.
6. May not discuss a public matter with a quorum present without it constituting a meeting.
7. Social Exception: Church, parties etc., so long as public matters that should be discussed in an open meeting are not discussed in the social setting.
8. When in doubt, the meeting should be open.
9. Beware of Pre-meeting or Post-meeting discussions about an agenda item when a quorum (3) is present. This violates the Act.
10. Closed Meetings: Public body must first be called together in an open meeting; can only close a meeting for one of the specified grounds; no ordinance, resolution, contract, or appointment can be approved at a closed meeting.
11. Electronic Message Transmissions (emails): amended in 2011 to allow (52-4-210) – but still recommend following the policy reasoning of the Open Meetings Act.

RULES OF CONDUCT – DISCLOSURES

1. Municipal Officers' and Employees' Ethics Act & Ivins Ordinance 2.06.501
2. **Must** keep current complete written disclosure forms – Update at least annually and whenever there has been a change in circumstances.
3. **Must** also verbally disclose the nature of any conflict with an agenda item in the open meeting.
4. Section 2.06.501 of the Ivins Code: "In the event a member is an applicant or presenter of an item that is before the public body for decision, the member should not participate as a member of the public body regarding that item, either in the discussion or voting concerning that item.