

# Davis School District Policy and Procedures

**Subject: 1B-030 School Board Meetings**

**Index: Board of Education**

**Revised: December 6, 2017**

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## **1. PURPOSE AND PHILOSOPHY**

The Board of Education of Davis School District (Board) recognizes its responsibility to conduct its official business in an orderly and open manner as required by law. It is the Board's purpose to outline the types of meetings it may hold, and to establish procedures by which its meetings will be conducted.

## **2. OPEN MEETINGS**

- 2.1. Because it is a "public body" as defined in Utah law, the Board will conduct all its meetings as open meetings, unless specifically exempt, according to the Utah Open and Public Meetings Law.
- 2.2. All such meetings, unless specifically exempt from the Utah Open and Public Meetings Law, are required to have proper notification, public access, open Board discussion and voting, and a public record of the proceeding in the form of written minutes and a complete and unedited recording.
- 2.3. Chance meetings, social meetings, or other informal gatherings of Board members are not considered meetings subject to the open meeting provisions of the law if Board members do not appropriate funds or discuss or take action on matters that require formal action by the Board.
- 2.4. Site visits or traveling tours where a quorum of the Board is present but where no vote or action is taken by the Board requires either written minutes or a recording being kept.

## **3. RECORDS OF OPEN MEETINGS**

- 3.1. Written minutes and a recording shall be kept of all open Board meetings, except site visits or traveling tours where no vote or action is taken by the Board for which either a recording or written minutes shall be kept.
- 3.2. Written minutes shall include:
  - 3.2.1. the date, time, and place of the meeting;
  - 3.2.2. the names of the Board members present and absent;
  - 3.2.3. the substance of all matters proposed, discussed, or decided by the Board, which may include a summary of comments by Board members;
  - 3.2.4. a record, by individual member, of each vote taken;
  - 3.2.5. the name of each person who is not a Board member who was recognized by the presiding Board member and presented testimony or comments to the Board and a brief summary of their testimony or comments; and
  - 3.2.6. any other information that is a record of the proceedings of the meeting that any Board member requests be entered in the recording and minutes.
- 3.3. The recording shall be a complete and unedited recording of all open portions of the meeting from the commencement of the meeting until the meeting's adjournment, and shall be labeled or identified with the date, time, and place of the meeting.
- 3.4. The written minutes and recording of an open meeting are public records as follows:
  - 3.4.1. Written minutes that have been prepared in a form awaiting only formal approval by the Board are a public record.
  - 3.4.2. Written minutes shall be available to the public within a reasonable time after the end of the meeting.

- 3.4.3. Written minutes that are made available to the public before approval by the Board shall be clearly identified as “awaiting formal approval” or “unapproved” or with some other appropriate notice that the written minutes are subject to change until formally approved.
- 3.4.4. A recording of an open meeting shall be available to the public for listening within three business days after the end of the meeting.
- 3.4.5. A recording is not required for a site visit or a traveling tour if no vote or action is taken by the Board

#### 4. REGULAR MEETINGS

Regular meetings are held twice each month as noted on the Board meeting calendar, unless otherwise indicated, and are held for the purpose of conducting official Board business, including but not limited to action relating to policy, business, planning, instructional matters and issues of community interest.

##### 4.1. Public Notice of Meetings

The Board shall give public notice at least once each year of its annual regular meeting schedule. The public notice shall specify the date, time, and place of such meetings.

- 4.1.1. In addition to the annual notice above, the Board shall also give not less than twenty-four (24) hours public notice of the agenda, date, time, and place of each of the meetings.
- 4.1.2. Public notice shall be satisfied by:
  - [a] posting written notice at the District Administration Building and/or at the building where the Board meeting is to be held;
  - [b] posting notice on the Utah Public Notice Website; and
  - [c] providing notice to at least one newspaper of general circulation within Davis County, or to a local media correspondent. Notice to such a newspaper or local media correspondent sent pursuant to a subscription made through the Utah Public Notice Website satisfies this requirement if the notice has been timely sent.
- 4.1.3. Notice of Board meetings shall be given to:
  - [a] the mayor (or mayor’s designee) of each municipality that is partly or entirely within the boundaries of the District; and
  - [b] the county commission chair, county executive, or county manager, or their designee within the boundaries of the District.
- 4.1.4. When, because of unforeseen circumstances, it is necessary for the Board to hold a special or emergency meeting to consider matters of an emergency or urgent nature, the notice requirements above may be disregarded and the best notice practicable given of the time and place of the meeting and of the topics to be considered at the meeting. No such special or emergency meeting shall be held unless an attempt has been made to notify all of the Board members and a majority votes in the affirmative to hold the special or emergency meeting.
- 4.1.5. The Board shall follow additional public notice requirements established in state law when holding a Public Hearing at which the public is given a reasonable opportunity to comment on the subject of the hearing.

##### 4.2. Meeting Location

4.2.1. Public meetings held by the Board will be at locations within the geographic boundaries of the District unless:

- [a] an alternative location is necessitated during a disaster or local emergency;
- [b] a site visit would allow Board members to see or experience an activity which does not exist within the District’s boundaries but is related to Board responsibilities. The Board may not vote or take other action

- during such meeting.
- 4.2.2. Unless otherwise specified by the Board, all regular meetings will be held in the auditorium of the District Administration Building, 45 E. State Street, Farmington, Utah.
  - 4.2.3. When the Board holds a workshop or executive session on the same day as a regularly scheduled Board meeting, the workshop or executive session must be held at the same location as the regularly scheduled meeting, unless an exception under Utah Code Ann. §52-4-201(2) is applicable.
  - 4.2.4. Any regular meeting scheduled at other locations must be held in locations and facilities readily accessible to individuals with disabilities.
  - 4.2.5. Any regular meeting may be adjourned or changed to a different location due to weather conditions, building conflict, etc. at the recommendation of the president of the Board, or in his/her absence, the vice-president, the superintendent, or in their absence by any two (2) members of the Board.
- 4.3. Electronic Meetings
- 4.3.1. In order to facilitate Board member participation in Board meetings when physical presence is not possible, electronic meetings are expressly permitted pursuant to Utah Code Ann. §52-4-207.
  - 4.3.2. A quorum of the Board shall be physically present at an anchor location for all meetings.
  - 4.3.3. Board members who wish to participate in a meeting by electronic means shall make reasonable efforts to notify the Board president or vice-president no fewer than three (3) days prior to the meeting in order for arrangements to be made for the electronic meeting.
  - 4.3.4. The Board president or vice-president shall make reasonable efforts to give notice of the electronic meeting to all other Board members at least twenty-four (24) hours prior to the meeting, including a description of the electronic connection.
  - 4.3.5. The member's electronic presence at a meeting shall be announced at the meeting and noted in the minutes.
- 4.4. Local Governmental Involvement
- 4.4.1. The Board shall allow an interested mayor and interested county executive to attend and participate in the Board discussions at an open Board meeting.
  - 4.4.2. An interested county executive and interested mayor may attend and participate in Board discussions at a closed Board meeting if:
    - [a] the Board invites the interested county executive or interested mayor to attend and participate; and
    - [b] the closed meeting is held for the purpose of discussing the Board's disposition or acquisition of real property and the interested county executive or interested mayor does not have a conflict of interest with respect to the real estate disputation or acquisition.
- 4.5. Public Hearing
- 4.5.1. A public hearing is an open meeting at which the public is given a reasonable opportunity to comment on a subject of the meeting. Generally, the Board will determine whether a Board meeting will include a public hearing.
  - 4.5.2. However, the Board shall hold a public hearing as required by statute:
    - [a] when considering whether to close a school or change the boundaries of a school;
    - [b] when considering the adoption of the District budget;
    - [c] when considering adoption of a proposed tax increase;
    - [d] before issuing bonds;

- [e] when considering changes to the Board member compensation schedule; and
- [f] if an election is required under, Utah Code Title 11 Chapter 14 Local Government Bonding Act.

**5. BOARD AGENDA**

The agenda for all regular meetings of the Board will be prepared according to the following procedure:

- 5.1. Items of business for the regular meeting agenda may be suggested by any Board member, employee, student, parent, or citizen of the District.
- 5.2. Items for the agenda must be submitted to the Board president, vice-president, or superintendent no later than 5:00 p.m. on Monday one week in advance of the next regularly scheduled Board meeting.
- 5.3. The superintendent, Board president, and vice-president shall meet to prepare the agenda. Agenda items submitted by individuals other than Board members will be included on the agenda at the discretion and recommendation of the superintendent, Board president, and vice-president. Individuals who have requested to have items placed on the agenda shall be informed of approval or disapproval.
- 5.4. The agenda shall be sufficiently specific to notify the public of the topics to be considered at the Board meeting. To be sufficiently specific, the agenda shall at least list each anticipated topic under an agenda item in a manner which identifies the subject of discussion and if known the nature of the Board action being considered on the subject.

**6. PUBLICATION AND NOTICE OF AGENDA**

- 6.1. The regular meeting agenda, together with supporting materials, will be distributed to Board members, the superintendent, and designated administrative staff by the superintendent's office in advance of the Board meeting, to permit careful review and consideration of agenda items.
- 6.2. The director of Community Relations will be responsible for ensuring that copies of the agenda are made available to or released to news media, including local newspapers, radio stations, and television stations, as well as other interested individuals.

**7. ORDER OF BUSINESS**

- 7.1. The order of business on the printed agenda may be changed temporarily by the presiding officer unless objection is made by any member of the Board or by majority vote of the Board.
- 7.2. The Board may not consider a topic in an open meeting which was not listed under an agenda item and included with the advance public notice of the meeting, except that if an unlisted topic is raised by the public during an open meeting, the Board may, at the discretion of the presiding Board member, discuss the topic but may not take any final action on that topic during the meeting.

**8. RULES OF ORDER**

- 8.1. Except as otherwise provided by law, by regulation of the state board, or by special policies of this Board, meetings of the Board will generally be conducted in accordance with Robert's Rules of Order, Revised.
- 8.2. In addition, the Board will conduct its business according to the following general principles:
  - 8.2.1. The president of the Board will preside at and conduct regular Board meetings. In the absence of the president, the vice-president will preside and conduct. In the absence of both the president and vice-president, the Board shall choose a president *pro-temp* to preside and conduct.
  - 8.2.2. The Board must act as a body.
  - 8.2.3. Board members will address the agenda issues and conduct themselves with civility, decorum, and respect.
  - 8.2.4. The Board must act by a majority (quorum) of its members.
  - 8.2.5. All Board members should have equal opportunity to participate in decision-making.
  - 8.2.6. The Board's actions should result from a decision on the merits rather than a manipulation of procedural rules.
  - 8.2.7. Board members shall refrain from public discussion of items of a confidential nature, especially those items discussed in closed meetings, until such items are placed on a regular Board meeting agenda.
- 8.3. The Board may not expel a member of the Board from an open public meeting or prohibit the member from attending an open public meeting except, following a two-thirds vote of the members of the Board, the Board may expel a member of the Board for:
  - 8.3.1. disorderly conduct at the open public meeting;
  - 8.3.2. a member's direct or indirect financial conflict of interest regarding an issue discussed at or action proposed to be taken at the open public meeting; or
  - 8.3.3. a commission of a crime during the open public meeting.

## 9. **SUSPENSION OF RULES OF ORDER**

- 9.1. In accordance with Robert's Rules of Order, Revised, the Board may suspend the Rules by a majority vote of members at the meeting.
- 9.2. The Board may make amendments, alterations, corrections, or repeal of other Board procedural rules at any regular or special Board meeting, by a vote of a majority of the members present.

## 10. **PARLIAMENTARIAN**

- 10.1. The business administrator will serve as parliamentarian. In the absence of the business administrator, the presiding officer will appoint a temporary parliamentarian.
- 10.2. The parliamentarian will rule on all questions pertaining to procedural questions that may arise during a public meeting.

## 11. **VOTING PROCEDURES**

- 11.1. **Quorum**
  - 11.1.1. Four (4) members of the Board will constitute a quorum at any meeting of the Board. If a quorum is not present within thirty (30) minutes after the time set for a meeting, the members then in attendance may adjourn, either *sine die* or to any

date prior to the next regularly scheduled meeting, in which later event notice will promptly be given to all members of the Board, and public notice given, of the time and place of the adjourned meetings.

- 11.1.2. If a quorum of the Board is present, the votes of a majority of the members in attendance will be controlling.
- 11.1.3. In the case of a meeting at which just a majority (i.e., four (4) members) of the Board is present, final action will only be taken as a result of the vote of all members present; action may not be taken if any member abstains.

**11.2. Voting**

- 11.2.1. All actions of the Board will proceed by a motion and second to the motion. Motions must be made one at a time and must be concluded prior to the introduction of additional motions.
- 11.2.2. A Board member may speak on a motion for a reasonable time, but not more than once on the same motion until all other members have had an opportunity to speak to the motion.
- 11.2.3. Board members will seek formal recognition from the presiding officer before speaking.
- 11.2.4. The superintendent may participate in the discussion of a motion but may not vote.
- 11.2.5. It is expected that all Board members will vote on all motions. However, special circumstances may require a Board member to abstain from voting. If any member abstains from voting for any reason, the member will be deemed to have not voted and the abstention will not count for or against the Board's vote.
- 11.2.6. A member who has a personal or private interest in any proposed or pending matter which presents a conflict of interest will disclose such interest and will not vote unless the member's participation is necessary to obtain a quorum or otherwise enable the Board to act.
- 11.2.7. Voting will be by voice vote unless the voting is not unanimous and the presiding officer or any member of the Board requests a roll call vote.
- 11.2.8. When a tie vote exists on a motion, the motion will be declared to have failed.
- 11.2.9. Individual votes of Board members will be recorded in the minutes when either the vote is not unanimous or when there is a roll call vote taken or upon request of the Board member.
- 11.2.10. Notwithstanding Robert's Rules of Order, the president of the Board or other presiding officer will vote on all motions, unless he or she properly abstains or has a conflict of interest.

**12. PUBLIC COMMENT PERIOD**

The Board desires to provide opportunities for employees, parents, students, or citizens to comment on items which are not otherwise on a Board agenda. The Board shall allow time for public comment at the beginning of regularly scheduled Board meetings or workshops. The public comment shall not exceed fifteen (15) minutes, with individual presentations limited to three (3) minutes.

- 12.1. Public Comment Period is reserved for speakers who reside within Davis School District, unless otherwise noted by the presiding Board member.
- 12.2. Citizens or employees desiring to address the Board shall sign-up, prior to the beginning of the meeting with the designated staff member.
- 12.3. Speakers shall provide their name, city or school boundary within which they reside, and

the topic they wish to address prior to speaking.

- 12.4. Groups or organizations desiring to address the Board shall designate a single spokesperson to address the Board.
- 12.5. Speakers shall be recognized and invited to provide comment by the presiding Board member. The presiding Board member may hear public comments in any order or sequence and is not limited by arrangement shown on the sign-up sheets.
- 12.6. If no individuals have signed up to provide comment or the fifteen (15) minute time period has not expired, the presiding Board member may ask if anyone in attendance desires to make comment who has not already been heard. At the discretion of the presiding Board member, additional speakers will be recognized, identify themselves, and provide comments. Additional comments may not exceed the three (3) minute per person and fifteen (15) minute total.
- 12.7. The Public Comment Period shall not be used to air complaints concerning bidding, contracts, or employment of personnel issues, to criticize or defame District employees or Board members, or to make complaints for which other avenues for appeal exist.
- 12.8. The Board will not take public comments regarding individual student education issues such as disciplinary action, special education programming, extra-curricular eligibility and selection, etc.
- 12.9. Time may not be used by employees or their representatives to circumvent formal communication channels or established grievance or negotiation procedures.
- 12.10. Comments on items with scheduled public hearings (e.g., tax hearings, boundary recommendations) will be heard only during those scheduled hearings.
- 12.11. Persons speaking to the Board at Board meeting shall address remarks to the presiding Board member, and may direct questions or comments to the superintendent or other Board members only upon approval of the presiding Board member.
- 12.12. Members of the Board and the superintendent may ask clarifying questions of any person who addresses the Board only upon approval of the presiding Board member.
  - 12.12.1. Clarifying questions are simple questions of fact. They are meant only to clarify the specific details of the given comment.
  - 12.12.2. Clarifying questions may not ask for thoughts or personal opinions of the commenter.
- 12.13. The Board is unable, by law, to deliberate or take action on items raised during the Public Comment Period.
- 12.14. Speakers presenting highly detailed or complex information are asked to provide a written outline of their comments for the Board.

**13. COMMENT ON BUSINESS ITEMS AT BOARD MEETING**

The Board desires to conduct its meetings in an orderly and efficient manner. Consequently, spontaneous comment or discussion from the audience is inappropriate. However, prior to consideration of the business portion of the agenda, public comments relative to the listed items will be accepted. Public comment will be accepted for a maximum of fifteen (15) minutes. Each

speaker will be allowed a maximum of three (3) minutes.

The following procedures are designed to facilitate a civil and professional dialogue with respect to public comment at Board meetings.

- 13.1. Citizens and employees are encouraged to comment on Board business items via e-mail, phone calls, faxes, letters, etc.
- 13.2. Citizens or employees desiring to address the Board in Board meeting regarding an item included on the Board's agenda shall sign-up prior to the start of the meeting with the designated staff member.
- 13.3. Groups or organizations desiring to address the Board shall designate a single spokesperson to address the Board.
- 13.4. Speakers shall be recognized and invited to provide comment by the presiding Board member. The presiding Board member may hear public comments in any order or sequence and is not limited by arrangement shown on the sign-up sheets.
- 13.5. If no individuals have signed up to provide comment or the fifteen (15) minute time period has not expired, the presiding Board member may ask if anyone in attendance desires to make comment who has not already been heard. At the discretion of the presiding Board member, additional speakers will be recognized, identify themselves, and provide comments. Additional comments may not exceed the three (3) minute per person and fifteen (15) minute total.
- 13.6. Persons speaking to the Board at Board meeting shall address remarks to the presiding Board member and may direct questions or comments to the superintendent or other Board members only upon approval of the presiding Board member.
- 13.7. Members of the Board and the superintendent may ask questions of any person who addresses the Board only upon approval of the presiding Board member.
- 13.8. Members of the Board are not required to respond to the Speaker's remarks during the course of the meeting.

#### **14. SUGGESTIONS BY EMPLOYEES, PARENTS, STUDENTS, AND CITIZENS**

Any employee, parent, student, or citizen may make an anonymous suggestion to the Board to improve and promote education within the District by submitting his or her suggestion at a regularly scheduled Board meeting. Forms and a "Drop Box" will be available in the room where the Board meeting or workshop is held.

#### **15. NEWS MEDIA AT BOARD MEETINGS AND SCHOOLS**

- 15.1. A copy of the agenda for every official open Board meeting will be sent in advance to members of the press who request it.
- 15.2. Representatives of the news media may receive a summary of important Board actions, or official Board minutes, upon request through the office of Community Relations.
- 15.3. All reports approved by the Board, including committee reports, will be public records, and will be made available, upon request, through the office of Community Relations.



Reports-in-progress or tentative policies, including all reports and policies that have not received final approval from the Board, may be released to the media at the discretion of the Board. Members of the news media are expected to conduct themselves with civility, decorum, and respect.

- 15.4. Photographic and electronic audio and video broadcasting and recording devices may be used at all open and public Board meetings according to the following guidelines:
  - 15.4.1. Persons operating cameras, video cameras, tape recorders, or other broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting.
  - 15.4.2. The view between Board members and the audience must not be obstructed.
  - 15.4.3. Interviews are prohibited during the Board meeting, and no media commentary may be given in a manner that distracts Board members or disrupts the order of the proceedings.
- 15.5. Media representatives may not photograph, video, or interview students and faculty at schools unless they have received prior permission from the office of Community Relations, the office of the superintendent, or the principal of the school.
- 15.6. When individual Board members receive requests from media representatives for information or comment about Board meetings, individual Board members may speak only for themselves and not as spokesperson for the Board unless authorized to do so by the Board.

## 16. CLOSED MEETINGS

- 16.1. The Board may hold closed meetings for any of the following purposes:
  - 16.1.1. except as provided in Utah Code Ann. §52-4-205(3), discussion of the character, professional competence or physical or mental health or an individual;
  - 16.1.2. strategy sessions to discuss collective bargaining;
  - 16.1.3. strategy sessions to discuss pending or reasonably imminent litigation; or
  - 16.1.4. strategy sessions to discuss the purchase, exchange or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms;
  - 16.1.5. strategy sessions to discuss the sale of real property when:
    - [a] public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms;
    - [b] the public body had previously given public notice that the property would be offered for sale; and
    - [c] the terms of the sale are publicly disclosed before the public body approves the sale;
  - 16.1.6. discussion regarding deployment of security personnel, devices, or systems; and
  - 16.1.7. investigative proceedings regarding allegations of criminal misconduct.

No formal action may be taken, nor decision made by the Board in a closed meeting.

- 16.2. Procedure for Holding Closed Meeting
  - 16.2.1. A closed meeting may be held upon the affirmative vote of two-thirds (2/3) of the members of the Board present at an open meeting for which proper public notice was given, provided a quorum is present.
  - 16.2.2. The following information shall be publicly announced and entered on the

minutes of the open meeting:

- [a] the reason or reasons for holding a closed meeting;
- [b] the location of the closed meeting; and
- [c] the vote of each member, by name, to hold a closed meeting.

16.3. Records of Closed Meetings

- 16.3.1. If the Board closes a meeting to discuss the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices, or systems, the person presiding shall sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss:
  - [a] the character, professional competence, or physical or mental health of an individual; or
  - [b] the deployment of security personnel, devices, or systems.
- 16.3.2. If the Board closes a meeting for any allowable purpose other than to discuss the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices or systems, the Board shall record the closed portion of the meeting and may keep detailed written minutes that disclose the content of the closed portion of the meeting. The complete and unedited recording shall include:
  - [a] the date, time, and place of the meeting;
  - [b] the names of Board 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.
- 16.3.3. Both recordings and written minutes of closed meetings are protected records under the Government Records Access and Management Act (GRAMA).
- 16.3.4. Notwithstanding the provisions of GRAMA, both recordings and written minutes of closed meetings, as protected records, may be disclosed pursuant to a court order only as provided by Utah Code Ann. §52-4-304.
- 16.3.5. Due to the confidential nature of information discussed in closed meetings, Board members and others present at the closed meeting shall not discuss such information outside the closed meeting.

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**DEFINITIONS**

“**Anchor location**” means the physical location from which the electronic meeting originates or from which the participants are connected.

“**Electronic meeting**” means a meeting convened or conducted by means of a telephonic, telecommunications or computer conference.

“**Interested county executive**” means the county executive or county manager of a county with unincorporated area within the boundary of a school district, or the designee of the county executive or county manager.

“**Interested mayor**” means the mayor of a municipality that is partly or entirely within the boundary of a school district, or the mayor’s designee.

“**Meeting**” for purposes of this policy, means the convening of the Board, with a quorum present, including a workshop or an executive session, whether the meeting is held in person or by means of electronic equipment, for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the Board has jurisdiction or advisory power.

“**Public body**” means an administrative, advisory, executive, or legislative body of the state or its political subdivisions that: 1) is created by the Utah Constitution, statute, rule, ordinance, or resolution; 2) consists of two or more persons; 3) expends, disburses, or is supported in whole or in part by tax revenue; and 4) is vested with the authority to make decisions regarding the public’s business.

“**Quorum**” for purposes of this policy, means a simple majority (i.e. four (4)) of the members of the Board. Quorum does not include a meeting of two elected officials by themselves, when no action, either formal or informal, is taken.

“**Recording**,” means an audio or an audio and video record of the proceedings of a meeting that can be used to review the proceedings of the meeting.

“**State board**,” means the State Board of Education.

“**Workshop meeting**” for purposes of this policy, means an open meeting called by the Board to informally discuss proposed policies, program changes, or other items of information requiring in-depth consideration

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**REFERENCES**

[Utah Code Ann. Title 52, Chapter 4.](#) – Open and Public Meetings Act.

[Utah Code Ann. §53G-4-402\(21\)](#) – Public hearing before closing a school or changing boundaries

[Utah Code Ann. §53G-7-208](#) – Local governmental entities and school districts.

[Utah Code Ann. §53G-7-303\(2\)](#) – Local school board budget procedures.

[Utah Code Ann. §63F-1-701](#) – Utah Public Notice Website.

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**DOCUMENT HISTORY:**

**Adopted: February 16, 1999**

**Revised: May 1, 2006** – Updates to comply with legislative changes. Requires public meetings to be recorded and closed meetings where personnel or deployment of security is not discussed.

**Revised: November 27, 2006** – Added Electronic Meeting section.

**Revised: August 7, 2007** – Added section on Records of Open Meetings; provide notice of meetings on the Utah Public Notice Website; added Public Hearings section.

**Revised: May 1, 2008** - Technical changes in accordance with State law – public hearing section

**Revised: May 19, 2009** – Technical changes in accordance with State law – Change in written minutes added. Change in notice of, and involvement in Board Meetings by local governmental entities added.

**Revised: September 2, 2014** – As part of a five-year review made changes in legal requirements for anonymous suggestions.

**Revised: March 17, 2015** – Modified comments on agenda items to allow for public comment during Board meeting. Added Public Comment Period.

**Revised: October 6, 2015** – Policy updated to comply with legislative changes regarding expelling a Board member, location of meetings, and participation of city and county officials.

**Revised: July 18, 2017** – At the request of the Board, removed language related to using a form for employees, parents, students, or citizens to request an item be placed on the Board Agenda. Removed forms.

**Revised: December 6, 2017** - At the request of the Board, made changes in the comment sections of the policy.

March 8, 2018 - Education code references updated in accordance with 2018 recodification.

Updated by committee: Non-substantive changes to comply with SB165 (2019) definition of quorum and SB245 (2019) public hearing notice requirements.