

FINAL OC Steering Body Agenda
Wednesday, January 7, 2009, 6:30 – 9:00 pm*
Open Classroom Library
134 D Street, Salt Lake City

(6:30)* Business and Reports

- Introductions (:10, to 6:40)
- Approval of minutes from Sept. steering meeting (:05 to 6:45)
- Calendar (:10 to 6:55)
- PFOE Budget Report (Cathy) (:10 to 7:05)
- Acknowledgements (:05 to 7:10)

(7:10) Discussion Items

Note: any discussion item may be made a decision item with the Steering Body's majority vote.

1. 08-09 Budget update (:05, to 7:15)
2. Open and Public Meetings Act requirements (:05 to 7:20)
3. Permanent principal search (:15 to 7:35)
4. Beginning the discussion about governance (:10 to 7:45)

Decision Items

None

(7:45) Tentative mtg adjournment

* All but start times are approximate

STEERING MEETING AND THE OPEN AND PUBLIC MEETINGS ACT

We are required to comply with the Utah Open and Public Meetings Act for Steering meetings now that we're a charter.

REQUIREMENTS FOR EACH MEETING

Here's a quick checklist about the requirements that must be met for each normal, open public meeting.

- 1) We must provide at least 24 hours prior public notice of each meeting.
- 2) Public notice is to include:
 - a. the meeting date, time, and place (for electronic meetings the anchor location where the public may attend), and
 - b. the agenda listing each topic and item to be considered at the meeting with reasonable specificity (a topic not listed that is raised during an open meeting may be discussed but no final action may be taken).
- 3) Written notice is to be posted at the principal office of the public body, or if no principal office exists, at the building where the meeting is to be held.
- 4) Notice is to be provided to at least one newspaper of general circulation within the geographic jurisdiction of the public body and a state government website.
- 5) Take minutes AND make recordings of each meeting. The minutes and the recording shall include:
 - date, time and place of the meeting,
 - names of members present and absent,
 - the substance of all matters proposed, discussed or decided,
 - a record, by individual member, of votes taken,
 - the name of each person who provided testimony and the substance in brief of their testimony, and
 - any other information that any member requests be entered in the minutes or recording

Minutes and recordings should be kept permanently.

In addition, the Act encourages us, but does not require us to:

- 1) Use electronic means to provide notice to media;
- 2) Provide public notice to all media that make a periodic written request to receive notice; and
- 3) Post public notice on the Internet.

ANNUAL REQUIREMENTS

Yearly, we are required to give public notice (as described for individual meetings) of the schedule for our regular meetings. Notice is to include the date, time and place of the scheduled meetings. (Again, something we'll have to talk about.)

OTHER REQUIREMENTS

There are special rules for closed meetings (e.g., to discuss personnel), electronic meetings, and meetings off-site.