

# **OPEN AND PUBLIC MEETINGS ACT TRAINING**

City of Logan, January 2026

1. Intent of the Act:

- a. Public bodies “exist to aid in the conduct of the people’s business.”
- b. Public bodies should “take their actions openly; and conduct their deliberations openly.”

(Utah Code Ann. §52-4-102)

2. Definition of a Meeting:

a. The convening of a public body, with a quorum present (whether in person or by electronic means), “for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the public body...has jurisdiction or advisory power.”

b. “Meeting” does not mean a chance or social gathering. Cannot use a chance meeting or social gathering to circumvent the purpose of the Open and Public Meetings Act.

(Utah Code Ann. §§52-4-103(6), 52-4-208)

3. Definition of a Quorum: “Quorum” means a simple majority of the membership of a public body, unless otherwise defined by law.

(Utah Code Ann. §52-4-103 (11))

4. Public Notice for a Meeting:

a. At least 24-hour notice of the meeting, including the agenda, date, time and location of the meeting.

b. Notice must be posted at the principle office of the public body and on the Utah Public Notice website and newspaper or local media correspondent.

c. The schedule of regularly scheduled meetings must also be noticed once a year.

d. Emergency meetings once approved by a majority of the public body require the best notice practicable.

(Utah Code Ann. §52-4-202)

5. Agenda for Meeting:

a. Agenda items should have reasonable specificity to notify public.

b. Items raised by the public, but not on the agenda, may be discussed but no action may be taken.

(Utah Code Ann. §52-4-202)

6. Written Minutes/ Meeting Recording:

a. Written minutes of an open meeting include the date, time and place of the meeting; the names of the members present and absent; and the substance of the matters discussed; a record of each vote taken; a summary of public comments.

b. A recording of an open meeting shall be a complete and unedited record of the open meeting.

(Utah Code Ann. §52-4-203)

7. Closed Meeting:

a. A closed meeting may be held if a quorum is present; the meeting starts out as an open meeting for which proper notice has been given; two-thirds of the members present vote to approve closing the meeting; the reasons for closing the meeting are entered into the record of the public portion of the meeting; a recording of the closed meeting is kept (exception for discussion on individual or for security issues).

b. A list of allowed purposes to enter into a closed meeting are set forth in Utah Code Ann. §52-4-205, but the primary allowed reasons are to discuss the character, professional competence, or physical or mental health of an individual; pending or imminent litigation; real estate transactions, (if the public discussion could compromise the public body's ability to negotiate the best possible terms).

(Utah Code Ann. §§52-4-204, 205, 206)

8. Electronic Meeting: Allowed if done pursuant to an adopted resolution, rule, or ordinance and is properly noticed.S

(Utah Code Ann. §52-4-207)

9. Disruption of Meetings: Individuals can be removed from a public meeting if they willfully disrupt the meeting to the extent orderly conduct is seriously compromised.

(Utah Code Ann. §52-4-301)

10. Enforcement:

a. The attorney general and county attorney have the authority to enforce.

b. Criminal penalty for intentionally violating closed meeting provisions.

(Utah Code Ann. §52-4-303,305)