



UTAH INLAND
PORT AUTHORITY

DRAFT

Board

Open & Public Meetings Policy

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Revision Table

Version	Effective Date	Revision Author	Summary of Revisions
1.1	May 17, 2022	Jill Flygare	Updated to new policy template Updated recommended changes to policy

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BP-01 Open & Public Meetings Policy

I. Purpose Statement

The policy is intended ensure compliance with Open and Public Meetings and training requirements.

II. Regulatory / Legislative Requirements

UCA 52-4

III. Scope

This policy is established to provide guidelines and procedures for Open and Public Meetings.

IV. References

None

V. Definition

Term	Definition
Meeting	Means the convening of a public body, with a quorum present, including a workshop or an executive session whether the meeting is held in person or by means of electronic communications, for the purpose of discussing, receiving comments from the public, or acting upon a matter over which the public. Body. Has jurisdiction or advisory power. A meeting is NOT a chance meeting or social event.
Public Body	Means any administrative, advisory, executive, or legislative body of the state or its political subdivisions that are created by the Utah Constitution, statute, rule, ordinance, or resolution. Consists of two or more persons, expends, disburses, or is supported in whole or in part by tax revenue; and is vested with the authority to make decisions regarding public interest.
Quorum	Means a simple majority of the membership of the public body. A quorum is NOT a meeting of two elected officials by themselves when no action, either formal or informal, is taken on a subject over which these elected officials have advisory power.

VI. Roles & Responsibilities

None



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VII. Policy

The provisions outlined in this policy govern any public meeting at which a quorum of the Utah Inland Port Authority (UIPA) board is present and was publicly noticed in accordance with Utah Code 52-4.

UIPA board shall give notice of all public meetings within 24 hours of the beginning of the meeting. The notice shall include:

1. Agenda,
2. Date of the meeting,
3. Time, and
4. Location.

Minutes of public meetings will be posted to the UIPA website within three (3) working days and final, written minutes will be posted after approved by the board.

The board may hold executive (closed) sessions of:

1. A quorum is present.
2. Meeting is in an open meeting as properly noticed, and
3. Two-thirds of the members of the board vote to approve closing the meeting.

Additionally, the board chair must announce the reason(s) for holding the executive session, the location of the meeting and the vote, by name, of each member of the board as they voted to close the meeting.

Executive sessions can be held for one of the following reasons:

1. Discussion of the character, professional competence, or physical or mental health of an individual;
2. Strategy sessions to discuss collective bargaining;
3. Strategy sessions to discuss pending or reasonably imminent litigation;
4. Strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would:
 - a. Disclose the appraisal or estimated value of the property under consideration; or
 - b. Prevent the public body from completing the transaction on the best possible terms;
5. Discussion regarding deployment of security personnel, devised, or system;
6. Investigative proceedings regarding allegations of criminal misconduct;
7. Conducting business relating to, or review of, ethics complaints.

All meetings must be recorded and the chair of the UIPA board will sign an affirming statement at the end of each executive session as to the purpose of the meeting and discussions.

UIPA staff will provide training on Open and Public Meetings annually to the board.

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