



UTAH INLAND  
PORT AUTHORITY

# Board Open & Public Meetings Policy

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## BP-01 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 to ensure compliance with the Utah Open and Public Meetings Act 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. Definitions

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

### 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



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Code 52-4.

UIPA board shall give notice of all public meetings a minimum of 24 hours in advance of the meeting. The public notice shall include:

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

Minutes of public meetings and audio recordings of the open portion of each meeting will be posted to the Public Notice Website as well as the UIPA website within three (3) working days and final, written minutes will be posted after approval by the board. Board members are encouraged to refrain from transmitting text messages to other members of the board during an open meeting.

The board may hold executive (closed) sessions if:

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

Additionally, the board chair must announce the specific reason(s) for holding the closed meeting, the location of the meeting and the vote, by name, of each member of the board as they voted to close the meeting. This information must be entered into the minutes of the open meeting at which the closed meeting was approved.

The board may not take any official action, motion or vote while in a closed meeting.

Executive sessions may be held for any of the purposes outlined in Utah Code Ann. § 52-4-205, as amended.

All open meetings and most closed meetings must be recorded as required by Utah Code Ann. §§ 52-4-203 and 52-4-206. For closed meetings that are not required by Utah Code Ann. §§ 52-4-206(6) to be recorded, 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.

The board will receive training annually on the Open and Public Meetings Act.

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