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| UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL | |
| Chapter 1 <i>Governance and Board Policies</i> | Section 8 <i>Public Meetings</i> |

Relevant Information: The Board is the governing body of a public entity and is therefore subject to the Utah Open and Public Meetings Act (the “Act”). The Act requires that certain procedures are used when holding a public meeting at which a quorum of Board Members are present, including 24-hour public notice and the taking and posting of minutes. The Act also provides restrictions on when a closed meeting may occur and a list of appropriate reasons for closing a meeting to the public. The Act also provides for the calling of emergency meetings and the use of electronic communication to conduct meetings under certain circumstances.

Policy Statement: It is the policy of the Board to conduct its business according to and in full compliance with the Act, including the provisions regarding closed sessions, emergency meetings, and electronic meetings. The designated clerk for such public meetings will post an agenda in compliance with the Act that sets forth the topics to be discussed and acted upon by the Board at the public meeting. The designated clerk will record the public meeting as appropriate and will take minutes at the meeting that the Board will subsequently review and adopt. Once adopted, such minutes will be publicly available.