

**Policy 211: Open Meetings**

**Original Adopted Date:** 05/01/1989 | **Last Revised Date:** 07/21/2025 | **Last Reviewed Date:** 07/21/2025

Any gathering of a majority of Board members, either in person or electronically in which deliberation of an issue within the scope of the board's policy making duties takes place, is defined as a board meeting. All such meetings, unless specifically exempt from the open meetings law, are required to have proper notification, public access, open board discussion and voting by the board members on the issues properly before the Board, and a public record of the proceeding in the form of written minutes.

A gathering for the purpose of social or ministerial action will not constitute a board meeting unless a discussion of policy takes place.

All public board meetings shall be conducted in accordance with the provisions of Iowa law. The Board Secretary shall be responsible for public notification of all meetings, arranging for electronic recording (when necessary), making minutes of all meetings, and retaining appropriate minutes and records as required by law.

Board members who are elected or appointed to office will, within ninety days of election or taking the oath of office, participate in an approved training course on Iowa's open meetings and public records laws. The training will comply with and be approved by the Iowa Public Information Board. After training is complete, the board secretary or their designee shall maintain record of the board members' certification of completion.

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