

Policy 212: Closed Sessions of the Board

Original Adopted Date: 05/01/1989 | **Last Revised Date:** 01/01/2022 | **Last Reviewed Date:** 01/01/2022

In general, all meetings of the Board of Directors shall be conducted in open public sessions. Closed sessions take place as part of an open meeting. The board may enter into closed session for any reason permitted by law.

The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice with the full text of the Iowa Code citation reference stated on the agenda. A specific motion stating the reason for the closed meeting must be made and seconded, followed by a two-thirds affirmative roll call vote of the total membership of the Board or all members present.

The vote of each member on the question of holding the closed session, and the reason for holding the session, shall be announced publicly in open session and entered in the minutes. No voting will take place in the closed session. Final action on all matters discussed in closed session shall be taken in open session.

All closed sessions shall be electronically recorded and have detailed minutes kept. The detailed minutes and recording will be sealed and will not be public records open to public inspection. The minutes and recording will only be available to the board members or, opened upon court order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to whom may be present at a closed session. The recordings shall be kept for one year from the date of the meeting. Real estate related minutes and recordings must be released after the transaction is complete.
