

## Board Meetings

### Meeting defined—

“Meeting” means the convening of the Board with a quorum present, whether in person or by means of electronic equipment, for the purpose of discussing, receiving public comments about, or acting upon a matter over which the Board has jurisdiction, including a workshop or executive session. However, a “meeting” does not include a chance meeting; or meetings where no funds are appropriated for expenditure and board members are convened solely to discuss administrative or operational matters which do not require formal action.

*Utah Code Ann. § 52-4-103(5) (2011)*

### Rules of Order and Procedure—

The Board of Education shall adopt Rules of Order and Procedure to govern a public meeting of the Board of Education. The Rules of Order and Procedure shall include a set of rules that govern and prescribe in a public meeting:

1. Parliamentary order and procedure;
2. Ethical behavior; and
3. Civil discourse.

After adopting the Rules of Order and Procedure, the Board of Education shall:

1. Conduct its public meeting in accordance with the Rules of Order and Procedure adopted by the Board of Education; and
2. Make the Rules of Order and Procedure available to the public at each meeting of the Board of Education, and on the District’s public website.

*Utah Code Ann. § 53A-3-102 (2011)*

### Open to the public—

Every meeting of the Board shall be open to the public unless closed pursuant to Utah Code Ann. §§ 52-4-204, 52-4-205, and 52-4-206.

*Utah Code Ann. § 52-4-201(1) (2006)*

### Public hearing—

A public hearing is an open meeting at which members of the public are given a reasonable opportunity to comment on a subject of the meeting. Generally, the Board will determine whether a Board meeting will include a public hearing. However, the Board shall hold a public hearing when considering whether to close a school or change the boundaries of a school, when considering the adoption of the District budget, before authorizing issuance of bonds, and when considering changes to the Board member compensation schedules, as required by statute.

*Utah Code Ann. § 11-14-318 (2008)*

*Utah Code Ann. § 53A-3-402(21) (2013)*  
*Utah Code Ann. § 53A-19-102(2) (2008)*  
*Utah Code Ann. § 53A-3-202(2) (2007)*

### **Public recording—**

All or any part of the proceedings in any open board meeting may be recorded by any person in attendance provided that the recording does not interfere with the conduct of the meeting.

*Utah Code Ann. § 52-4-203(5) (2013)*

### **Attendance by local government representatives—**

The following officials (or their designees) may attend and participate in the board's discussions in the open portions of the Board's meetings: a mayor, county commission chair, county commissioner, or county manager, where the municipality or county is partly or entirely within the boundaries of the school district. These local government officials may not vote on any issue before the Board and their participation is subject to the Board President's authority to regulate the conduct of the meeting.

*Utah Code Ann. § 53A-3-409(3)(a) (2009)*

### **Quorum—**

A majority of the members of the Board shall constitute a quorum for meetings of the Board.

*Utah Code Ann. § 52-4-103(10)(a) (2011)*  
*Utah Code Ann. § 53A-3-201(5) (2005)*

### **USBA training session for board members—**

In the event the Board or any of its members meet with representatives of the Utah School Boards Association (USBA) for the purpose of receiving or participating in instruction regarding Board functions or activities, and not for the purpose of discussing or acting upon a subject over which the Board has jurisdiction, the Board is not required to comply with the Utah Open and Public Meetings Act, Utah Code Ann. § 52-4-1 et seq.

If more than two Board members are present in such meetings, the Board members shall not discuss or act upon any specific matter over which it has jurisdiction. Board members will discuss only matters relative to the instruction they receive from USBA representatives.

If Board members determine in an instructional meeting with representatives of USBA that there is a need to discuss or act upon a subject over which the Board has jurisdiction, then the Board and its members must comply with the Open and Public Meetings Act, UCA § 52-4-1 et seq., prior to discussing or acting upon such matters.