

A gathering of a majority of board members in person or electronically in which deliberation of an issue within the jurisdiction of the board takes place is a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting when there is no discussion of policy or no intent to avoid the purpose of the open meetings law. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

Board members who are elected or appointed to office will, within ninety days of 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.

Approved: 09/26/05

Reviewed: 12/22/08; 10/22/12; 2/23/15; 4/26/21

Revised: 8/25/25