

Procedure 1020-PR (1): DGB Public Meetings -Meeting Notice Guidelines

Original Adopted Date: Status:

PURPOSE

The District Governing Board (DGB) shall ensure that all district board meetings are open to the public with proper notice given. Meeting notice guidelines are detailed below.

DISCLOSURE STATEMENT AND PUBLIC NOTICE

The DGB shall post all public meeting notices on the DGB website.

Public notice of all public meetings/board meetings shall be made at least 24 hours in advance.

The public notice should include the following information:

Identify the public body holding the meeting,

Date, time, complete physical address/location, virtual access link (if applicable),

Contact information for questions or further information, and,

A properly developed agenda.

The DGB will keep a record of its notices, including a copy of each notice that was posted and information regarding the date, time, and place of posting.

NOTICE OF EXECUTIVE SESSIONS

Any type of executive session notice must specify the numbered paragraph of A.R.S. §38-431.03, (A) that authorizes the executive session.

The DGB may hold an executive session by a public majority vote of the members constituting a quorum.

The executive session will be listed on the regular board meeting agenda if part of a regularly scheduled meeting; or an agenda for a stand-alone executive session meeting will be developed and posted with the notice.

In preparing executive session agenda items, the DGB must follow applicable guidelines and weigh the legislative policy favoring public disclosure and the legitimate confidentiality concerns underlying the executive session provision.

If the executive session concerns a personnel matter, the DGB will give written notice to the affected officer, appointee, or employee in addition to the public notice described above.

Understanding that the DGB may not know in advance if there will be legal questions regarding matters on an agenda until discussion occurs, the DGB may place a statement on the agenda that matters on the public meeting agenda may be discussed in executive session for the purpose of obtaining legal advice thereon, pursuant to A.R.S. §38-431.03, (A)(3).