

<b>ECI Purpose and Guiding Documents</b>  <b>Stakeholder Alliance</b> <b>Open Meetings/Open Records</b>	<b>Document Number: 2.1.7</b>
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**Policy**

All ECI Stakeholder Alliance meetings shall meet in accordance with the open meetings law, Iowa Code chapter 21 and public record laws, Iowa Code chapter 22.

**Purpose:**

To assure compliance with Iowa Code Chapters 21 and 22

**Definitions:**

Consensus means that no member is expressing a dissenting view such that he or she wishes an action to be blocked, and all members are given an opportunity to do so. Consensus does not mean all members agree with the action, only that no one disagrees to the extent that they wish to stop a proposed action.

Public Notice - requires notice 24 hours prior to commencement of meeting unless, for good cause, 24 hour notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given.

Electronic Meeting - This is available only when meeting in person is impossible or impractical and must meet the following requirements:

1. Provide access to conversation to extent reasonably possible;
2. Comply with notice requirements of § 21.4;
3. Record minutes and include a statement explaining why a meeting in person was impossible or impractical

**Procedures:**

Members shall be provided with information about the Open Meetings Law and the Public Records Law.

Public Notice: The ECI Stakeholder Alliance will post all meeting notices at 321 East 12<sup>th</sup> Street, Des Moines Iowa in the 1<sup>st</sup> floor bulletin board found on the eastern side of the hallway. To the extent possible meeting announcement with agenda will also be placed on the Early Childhood Iowa website.

Public Records: All meeting minutes will be posted to the Early Childhood Iowa website. If someone wishes to access records and not able to locate on the website, he/she may contact the ECI State Office through Shanell Wagler at [shanell.wagler@iowa.gov](mailto:shanell.wagler@iowa.gov) or 515/281-4321.

The minutes must show date, time, place, members present and action taken at each meeting:

1. While the ECI Stakeholder Alliance seeks consensus for decision, should there be a vote the minutes must show result of each vote taken and information sufficient to indicate the vote of each member present. Iowa Code § 21.3 (2011).

2. The vote of each member present shall be made public at the open session. Minutes are public records open to public inspection. Iowa Code § 21.3 (2011).

Electronic Meeting - The ECI Stakeholders Alliance will host all meetings in person. If a meeting option is offered electronically in addition to in-person, technology will be utilized to include either conference call or the use of a computer meeting hosted as a go-to or similar technology. Efforts will be made to assure all persons can participate in the conversations.

**Responsibilities:**

**Records shall be maintained at the Early Childhood Iowa Office.**

**Revision History**