

ECI Purpose and Guiding Documents Steering Committee Open Meetings/Open Records	Document Number: 2.2.7
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<p><u>Policy</u> All ECI SA Steering Committee meetings shall meet in accordance with the open meetings law, Iowa Code chapter 21 and public record laws, Iowa Code chapter 22.</p> <p><u>Purpose:</u></p> <p><u>Definitions:</u> Quorem means 50% +1 of the total membership.</p> <p><u>Procedures:</u></p> <p>Members shall be provided with information about the Open Meetings Law and the Public Records Law.</p> <p>Public Notice - requires notice 24 hours prior to commencement of meeting unless, for good cause, 24 hours notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given.</p> <p>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.</p> <p>Participation with Quorum - The requirements of § 21.8 apply only if the majority of a governing body participate by electronic means. Whether less than a quorum can join a meeting by electronic means is controlled by the body's rules. 1980 Op.Att'y.Gen. 703.</p> <p>Minutes - The minutes must show date, time, place, members present and action taken at each meeting: 1. 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).</p> <p><u>Responsibilities:</u> Records shall be maintained at the Early Childhood Iowa Office.</p> <p><u>Revision History</u></p>	

