

POLICIES & PROCEDURES
Fairmont State University Board of Governors
POLICY NO. 29

TITLE: OPEN MEETINGS

Effective November 29, 2004

All Board meetings are open to the public and anyone who wishes to speak to the Board in the session may do so by registering to speak ten minutes before the meeting is scheduled to begin. Media representatives are welcome to attend open meetings.

When appropriate, and in accordance with 6-9A-4 of the Act, the Board may go into executive session (closed to the public). While minutes of the executive session may be taken, no decisions will be made in executive session.

Fairmont State University will notify the public and media of the date, time, place, and purpose of each meeting by notifying the Secretary of State's office for publication in the state register.

The meeting agenda will be posted at least three working days in advance on the Board of Governor's website and will be available in the President's office.

MINUTES

Minutes of all open (not executive sessions) meetings will be taken and made available to the public within reasonable time after the meeting. Minutes shall include:

- date, time, and place of the meeting;
- name of each member present and absent;
- all motions, proposals, resolutions, orders, ordinances and measures proposed, the name of person proposing and their disposition;
- the results of all votes and, when requested by a member, the vote of each member, by name.