



10 MINUTE TRAINING

OPEN & PUBLIC MEETINGS ACT



NOTICING A MEETING

- Where must the agenda be posted?
- What is the time requirement surrounding the posting of the agenda?
- How do you post an emergency board meeting?



BOARD MEETING AGENDA

- What must every agenda include?
- Does your school follow your Electronic Meeting Policy?



BOARD MEETING MINUTES

- Where should the minutes and the recording of the board meeting be posted?
- What is the timeframe for posting the minutes and the recording?



COMMON VIOLATIONS

- How can your board use collaborative tools such as GoogleDocs without violating the OPMA laws?

TO READ THE LAW:



https://le.utah.gov/xcode/title52/chapter4/C52-4_1800010118000101.pdf



UTAH ASSOCIATION OF
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