

## **Section 17: BOARD MEETINGS**

The following excerpts from [§16-4-403](#) stipulate the terms under which public meetings are held with every attempt to conduct them in open and transparent means to facilitate the opportunity of the public to know about and participate in meetings of the state board.

(a) All meetings of the governing body of an agency are public meetings, open to the public at all times, except as otherwise provided. No action of a governing body of an agency shall be taken except during a public meeting following notice of the meeting in accordance with this act. Action taken at a meeting not in conformity with this act is null and void and not merely voidable.

(b) A member of the public is not required as a condition of attendance at any meeting to register her or his name, to supply information, to complete a questionnaire, or fulfill any other condition precedent to attendance. A person seeking recognition at the meeting may be required to give her or his name and affiliation.

(c) Minutes of a meeting:

(i) Are required to be written but not published from meetings when no action is taken by the governing body;

(ii) Are not required to be written or published for day-to-day administrative activities of an agency.

(d) No meeting, when a quorum is present, shall be conducted by electronic means or any other form of communication that does not permit the public to hear, read or otherwise discern meeting discussion contemporaneously. Communications outside a meeting, including, but not limited to, sequential communications among members of an agency, shall not be used to circumvent the purpose of this act.

**Policy purpose:** The purpose of this policy is to recognize and respect the opportunity for Wyoming citizens to gain access to meetings of the state board whether in person or via electronic means. It details the annual meetings of the state board, to make the public aware of the major issues undertaken annually by the board. It is also the purpose of this policy to comply with the open meetings laws, especially when holding meetings virtually.

**Policy statement:** Every effort shall be made to hold virtual meetings in a way that facilitates public access to both the oral comments and to the visual images of board

packet information, including documents, statutory citations, etc.

## **Types of State board Meetings**

Meetings of the board may include regular meetings, special meetings, emergency meetings, committee meetings, and public hearings.

### **Annual Organizational Meeting**

Any of the first three meetings of the calendar year shall be designated an annual meeting for the purpose of election of board officers. The annual organizational meeting shall be held after new board members are sworn in.

### **Regular Board Meetings**

Regular meetings of the board shall be held in any month, so long as the board meets at least four times every year. The board will ask the Administration Committee to determine whether meetings will be in person or held virtually and recommend the location of such in-person meetings.

Regular board meetings will be held in conjunction with the State Board of Vocational Education. When appropriate, the State Board of Education will adjourn and immediately reconvene as the State Board of Vocational Education or *vice versa*.

### **Special Board Meetings**

Special meetings of the board may be called by the chair, State Superintendent, Governor, or a majority of board members.