

Change in Faculty Handbook, Section 8.4.8 Policy Regarding Open Meetings at Iowa State

Delete the current section material and replace with following:

Section 8.4.8 Policy Regarding Open Meetings at Iowa State

Although the University promotes the principle of open meanings, state law does not require that university committee meetings be open to the public, except for the Athletic Council, ~~and~~ the Leopold Center Advisory Board [and other specific bodies listed in the open meetings law](#).

Current section:

8.4.8 Policy Regarding Open Meetings at Iowa State

As a general rule, state law does not require that committee meetings be open to the public. The university, however, does wish to promote the principles of open meetings. University policy and guidelines are as follows.

8.4.8.1 Unlisted Committees

If a university council or committee is not listed in the directory of councils and committees, <http://www.provost.iastate.edu/office/councils.html>, or the Faculty Senate web page, <http://www.facsen.iastate.edu/councils/>, the meetings of that council or committee shall be open to the public unless a majority of the council or committee members present at the meeting vote to close the meeting for matters the council or committee members consider to be confidential.

8.4.8.2 University Councils and Committees

University councils and committees, with the exception of the Athletic Council and the Leopold Center Advisory Board will follow the following procedures.

An announcement should be submitted to the *Iowa State Daily* to provide to the public at least a one-day notice prior to each meeting. The notice should include the name of the council or committee, a tentative agenda, and the time, date and place of the meeting. In addition, the notice should be provided to ISU's University Relations Office.

Minutes should be kept of each meeting and should include the date, time, place, members present, and action taken. The minutes should show the results of each vote taken. The minutes need not be exceedingly detailed, but they should make it possible for a reader to ascertain the general subject matter discussed at the meeting and any decisions made. A custodian for the minutes should be designated from the committee membership, and he/she should maintain them in an orderly and up-to-date fashion. The designated custodian must allow anyone to inspect the minutes.

In the event that a committee or council chooses to exclude the public from a meeting, certain procedures must be strictly observed:

- Two-thirds of the members of the council or committee, or all of the members present at the meeting, must vote in the affirmative to close the meeting.
- The vote of each member on the question of holding a closed session must be recorded in the minutes.
- Detailed minutes of all discussions, persons present, specific reasons for closing the meeting, and all actions occurring at the closed session must be kept; the only matters which must be made public, however, are the reasons for closing the meeting and the vote of each member on whether to close the meeting.

- Any final action on any matter discussed in the closed session must be taken in an open session unless some provision of the Iowa Code or federal or constitutional law expressly requires or permits such action be taken in a closed session.
- No business may be discussed which does not directly relate to the specific reason announced as justification for the closed session.

A meeting may be closed, if necessary, for any of the following reasons:

- Confidential Records. Meeting to discuss records which are required or authorized by state or federal law to be kept confidential.
- Letters Patent. Meeting to discuss application for letters patents.
- Discussion with Counsel. Meeting to seek legal advice or to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent.
- License Examinations. Meeting to discuss the contents of a licensing examination or whether to initiate license disciplinary investigations or proceedings if the council or committee is a licensing or examining board.
- Suspending a Student. Meeting to discuss whether to conduct a hearing to suspend or expel a student, unless an open session is requested by the student, or parent or guardian of the student if the student is a minor.
- Contested Case. Meeting to discuss the decision to be rendered in a contested case conducted according to the provisions of the Iowa Administrative Procedure Act.
- Law Enforcement. Meeting to avoid disclosure of specific law enforcement matters, such as current or proposed investigations, inspection or auditing techniques or schedules, which, if disclosed, would enable law violators to avoid detection.
- Law Enforcement. Meeting to avoid disclosure of certain law enforcement matters, such as allowable tolerances or criteria for the selection, prosecution, or settlement of cases, which, if disclosed, would facilitate disregard of requirements imposed by law.
- By Request to Evaluate Professional Competence. Meeting to evaluate the professional competency of an individual whose appointments, hiring, performance or discharge is being considered, when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
- Real Estate Purchase. Meeting to discuss the purchase of particular real estate, but only where premature disclosure could reasonably be expected to increase the price the university would have to pay for that property. The minutes of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

8.4.8.3 Athletic Council and Leopold Center Advisory Board

As provided by Iowa Law the Athletic Council and the Leopold Center Advisory Board follow the provisions of Iowa Open Meetings law.