

CLOSED SESSIONS

Generally, Board meetings will be open meetings, unless a closed session is provided for by law.

Closed sessions take place as part of an open meeting. The board may enter into a closed session for any reason permitted by law.

The item for discussion in the closed session shall be listed as part of the tentative agenda on the public notice with the full text of the Iowa Code citation reference stated on the agenda. The motion for a closed session, stating the purpose for the closed session, shall be made, seconded, and voted upon during the open meeting. A minimum of two-thirds of the board, or all of the board members present, if any are absent, must vote in favor of the motion on a roll call vote. Closed sessions shall be recorded and have detailed minutes kept by the board secretary. No voting will take place in the closed session. Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the recording shall include the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The recordings and the written minutes shall be kept for one year from the date of the meeting. Real estate-related minutes and recordings shall be made public after the real estate transaction is completed.

The detailed minutes and recordings shall be sealed and shall not be public records open to public inspection. The minutes and recordings shall only be available to board members or opened upon court order or administrative order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to who may be present at a closed session, but generally closed sessions will be limited to the board, a recording secretary and the Superintendent if indicated. The Board has discretion to nominate the Board Secretary or any Board member to serve as recording secretary for the closed session.

Legal Ref.: Iowa Code §§ 21; 22.7; 279.24.

Cross Ref.: 208.0 Board Committees
211.00 Open Meetings

ADOPTED: 9/12/83
4/27/87
2/12/90
4/26/93
3/12/99
9/5/02
10/14/24

Reviewed: 9/5/02, 12/2/04, 10/1/09, 10/6/11, 9/1/16, 9/4/18, 3/5/20, 2/3/22, 9/12/24