

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 1:009	Supersedes Policy Number: 1:009
Date: January 17, 2006	Dated: October 12, 1998
Subject: Open Meetings Policy	Mandatory Review Date: January 17, 2011
Initiating Authority: President	TBR Policy/Guideline Reference:
Approved: President: signature on file	

Austin Peay State University seeks to be an open environment where ideas are shared freely and University business is conducted publicly.

The following policies and procedures are adopted for Austin Peay State University.

1.0 Meetings Open to the Public

1.1 All meetings of groups conducting University business, whether ongoing or ad hoc, shall be open to the public except for those listed in Section 4.0 of this policy.

2.0 Notice of Meetings

2.1 Meetings subject to this policy shall be preceded by appropriate public notice.

2.11 Under normal circumstances, notice of a meeting, with a tentative agenda shall be posted at least two working days preceding in the Campus Communications Network section of Austin Peay State University's WWW Home Page. Notices of meetings shall indicate the name of the group meeting, date, time, location and tentative agenda when practical.

2.12 Notice of a meeting shall be published in The All State or by memorandum to the University Community whenever practical.

2.2 In the event of special or emergency meetings, notices should be posted on the University's WWW Home Page, as specified in 2.11 above. Practical and reasonable effort should be made to notify those of known concern and interest.

3.0 Minutes of Meetings

- 3.1 All committees shall maintain appropriate minutes that shall be open to public inspection.
- 3.11 Minutes shall be promptly recorded and made available for inspection in the Library and in the Campus Communication Network section of Austin Peay State University's WWW Home Page.
- 3.12 Minutes of meetings can vary in length and detail, depending upon the committee. In general, minutes will reflect the time and location of the meeting, the members of the committee present, and actions taken.
- 3.13 Minutes of meetings that conducted business in executive session, under Section 4.0 below, shall be written so as to protect personal identity.

4.0 Exemptions from This Policy

Meetings of groups conducting University business, when dealing with personnel matters and where the privacy of individuals under consideration cannot be protected so as to avoid personal identification, shall be exempt from the requirement of being open to the public and may transact such business in executive session, unless otherwise prohibited by law.

- 4.1 The results of executive sessions shall be made available to the public except as they might disclose personal identity.
- 4.2 Personnel matters shall include matters relating to individual students, faculty, and staff.
- 4.3 Any meeting where there is personally identified student information required to be kept confidential under Federal law shall not be subject to requirements of this policy.