

**PUBLIC MEETING MINUTES AMENDMENTS**

2017 GENERAL SESSION

STATE OF UTAH

**Chief Sponsor: Kevin T. Van Tassell**

House Sponsor: \_\_\_\_\_

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**LONG TITLE**

**General Description:**

This bill modifies a provision of the Open and Public Meetings Act relating to minutes of open meetings.

**Highlighted Provisions:**

This bill:

- ▶ modifies a requirement relating to minutes of open meetings;
- ▶ provides that the requirement to include in minutes the substance of certain matters addressed at the meeting is met by publicly available online minutes that provide a link to the meeting recording; and
- ▶ eliminates the requirement for written minutes if a digital, online recording is maintained and meets certain requirements.

**Money Appropriated in this Bill:**

None

**Other Special Clauses:**

This bill provides a special effective date.

**Utah Code Sections Affected:**

AMENDS:

**52-4-203**, as last amended by Laws of Utah 2014, Chapter 83

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*Be it enacted by the Legislature of the state of Utah:*



28 Section 1. Section **52-4-203** is amended to read:

29 **52-4-203. Written minutes of open meetings -- Public records -- Recording of**  
30 **meetings.**

31 (1) Except as provided under Subsection (7), written minutes and a recording shall be  
32 kept of all open meetings.

33 (2) (a) Written minutes of an open meeting shall include:

34 ~~[(a)]~~ (i) the date, time, and place of the meeting;

35 ~~[(b)]~~ (ii) the names of members present and absent;

36 ~~[(c)]~~ (iii) the substance of all matters proposed, discussed, or decided by the public  
37 body which may include a summary of comments made by members of the public body;

38 ~~[(d)]~~ (iv) a record, by individual member, of each vote taken by the public body;

39 ~~[(e)]~~ (v) the name of each person who:

40 ~~[(i)]~~ (A) is not a member of the public body; and

41 ~~[(ii)]~~ (B) after being recognized by the presiding member of the public body, provided  
42 testimony or comments to the public body;

43 ~~[(f)]~~ (vi) the substance, in brief, of the testimony or comments provided by the public  
44 under Subsection (2)~~[(e)]~~(a)(v); and

45 ~~[(g)]~~ (vii) any other information that is a record of the proceedings of the meeting that  
46 any member requests be entered in the minutes or recording.

47 (b) The requirement under Subsection (2)(a)(iii) or (vi) that minutes include the  
48 substance of matters proposed, discussed, or decided or the substance of testimony or  
49 comments is met if a publicly available online version of the minutes provides a link to the  
50 meeting recording at the place in the recording where the matter is proposed, discussed, or  
51 decided or the testimony or comments provided.

52 (3) A recording of an open meeting shall:

53 (a) be a complete and unedited record of all open portions of the meeting from the  
54 commencement of the meeting through adjournment of the meeting; and

55 (b) be properly labeled or identified with the date, time, and place of the meeting.

56 (4) (a) As used in this Subsection (4):

57 (i) "Approved minutes" means written minutes:

58 (A) of an open meeting; and

- 59 (B) that have been approved by the public body that held the open meeting.
- 60 (ii) "Electronic information" means information presented or provided in an electronic
- 61 format.
- 62 (iii) "Pending minutes" means written minutes:
- 63 (A) of an open meeting; and
- 64 (B) that have been prepared in draft form and are subject to change before being
- 65 approved by the public body that held the open meeting.
- 66 (iv) "Specified local public body" means a legislative body of a county, city, or town.
- 67 (v) "State public body" means a public body that is an administrative, advisory,
- 68 executive, or legislative body of the state.
- 69 (vi) "Website" means the Utah Public Notice Website created under Section
- 70 [63F-1-701](#).
- 71 (b) Pending minutes, approved minutes, and a recording of a public meeting are public
- 72 records under Title 63G, Chapter 2, Government Records Access and Management Act.
- 73 (c) Pending minutes shall contain a clear indication that the public body has not yet
- 74 approved the minutes or that the minutes are subject to change until the public body approves
- 75 them.
- 76 (d) A state public body and a specified local public body shall require an individual
- 77 who, at an open meeting of the public body, publicly presents or provides electronic
- 78 information, relating to an item on the public body's meeting agenda, to provide the public
- 79 body, at the time of the meeting, an electronic or hard copy of the electronic information for
- 80 inclusion in the public record.
- 81 (e) A state public body shall:
- 82 (i) make pending minutes available to the public within 30 days after holding the open
- 83 meeting that is the subject of the pending minutes;
- 84 (ii) within three business days after approving written minutes of an open meeting, post
- 85 to the website and make available to the public at the public body's primary office a copy of the
- 86 approved minutes and any public materials distributed at the meeting; and
- 87 (iii) within three business days after holding an open meeting, post on the website an
- 88 audio recording of the open meeting, or a link to the recording.
- 89 (f) (i) A specified local public body shall:

90 (A) make pending minutes available to the public within 30 days after holding the open  
91 meeting that is the subject of the pending minutes;

92 (B) subject to Subsection (4)(f)(ii), within three business days after approving written  
93 minutes of an open meeting, post to the website and make available to the public at the public  
94 body's primary office a copy of the approved minutes and any public materials distributed at  
95 the meeting; and

96 (C) within three business days after holding an open meeting, make an audio recording  
97 of the open meeting available to the public for listening.

98 (ii) A specified local public body of a city of the fifth class or town is encouraged to  
99 comply with Subsection (4)(f)(i)(B) but is not required to comply until January 1, 2015.

100 (g) A public body that is not a state public body or a specified local public body shall:

101 (i) make pending minutes available to the public within a reasonable time after holding  
102 the open meeting that is the subject of the pending minutes;

103 (ii) within three business days after approving written minutes, make the approved  
104 minutes available to the public; and

105 (iii) within three business days after holding an open meeting, make an audio recording  
106 of the open meeting available to the public for listening.

107 (h) A public body shall establish and implement procedures for the public body's  
108 approval of the written minutes of each meeting.

109 (i) Approved minutes of an open meeting are the official record of the meeting.

110 (5) All or any part of an open meeting may be independently recorded by any person in  
111 attendance if the recording does not interfere with the conduct of the meeting.

112 (6) The written minutes or recording of an open meeting that are required to be  
113 retained permanently shall be maintained in or converted to a format that meets long-term  
114 records storage requirements.

115 (7) Notwithstanding Subsection (1)[;]:

116 (a) a recording is not required to be kept of:

117 ~~(a)~~ (i) an open meeting that is a site visit or a traveling tour, if no vote or action is  
118 taken by the public body; or

119 ~~(b)~~ (ii) an open meeting of a local district under Title 17B, Limited Purpose Local  
120 Government Entities - Local Districts, or special service district under Title 17D, Chapter 1,

121 Special Service District Act, if the district's annual budgeted expenditures for all funds,  
122 excluding capital expenditures and debt service, are \$50,000 or less[-]; and  
123 (b) written minutes of a public meeting are not required to be kept if the public body  
124 maintains a digital recording of the meeting that:  
125 (i) is available online to the general public; and  
126 (ii) includes a digital index that:  
127 (A) identifies each agenda item considered at the public meeting and each individual  
128 who orally presented information at the public meeting; and  
129 (B) enables a member of the public to easily navigate to the location on the digital  
130 recording relating to each agenda item and to each individual who orally presented information.  
131 **Section 2. Effective date.**  
132 If approved by two-thirds of all the members elected to each house, this bill takes effect  
133 upon approval by the governor, or the day following the constitutional time limit of Utah  
134 Constitution, Article VII, Section 8, without the governor's signature, or in the case of a veto,  
135 the date of veto override.

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**Legislative Review Note**  
**Office of Legislative Research and General Counsel**