

Stillwater Area Community Services Center Inc.

OPEN MEETINGS POLICY

Meetings

1. Every meeting of the Board of Directors shall be open to the general public, except that an executive session may be called and business transacted thereat in accordance with this policy.
2. All reasonable efforts will be made to ensure that meetings are held in an appropriate facility, which can adequately accommodate members of the public who wish to attend such meetings.

Public notice

1. Public notice of the time and place of a meeting scheduled at least one week prior will be posted on the SACC website and on the public notice board at least seventy-two hours before such meeting.
2. Public notice of the time and place of every other meeting will be posted on the SACC website and on the public notice board at a reasonable time prior thereto.

Conduct of executive sessions

1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, the Board of Directors may conduct an executive session for the following purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:
 - a. matters which will imperil the public safety if disclosed
 - b. any matter which may disclose the identity of a law enforcement agent or informer
 - c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed
 - d. discussions regarding proposed, pending or current litigation
 - e. collective negotiations pursuant to article fourteen of the civil service law
 - f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation
 - g. the proposed acquisition, sale or lease of real property
2. Attendance at an executive session will be permitted to any member of the public body and any other persons authorized by the Board of Directors.

Minutes

1. Minutes will be taken at all regular meetings of the Board of Directors, and will consist of a summary of all motions, proposals, resolutions and any other matter formally voted upon to include said vote.
2. Minutes will be taken at executive sessions of any action that is taken by formal vote, which will consist of a record or summary of the final determination of such action, as well as the date and vote results. This summary need not include any matter that is not required to be made public by the Freedom of Information law.
3. Minutes of all meetings shall be available for public inspection and copying at the Stillwater Area Community Services Center; 19 Palmer Street; Stillwater, New York 12170.

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RESPONSIBILITY:

All directors, employees and volunteers will be trained on this policy and will be asked to acknowledge receipt in writing upon election or selection through the policy acknowledgement form included as the final page in the policy handbook. The center will keep a copy of this and all policies in a binder as a policy handbook that will be left in a conspicuous place accessible to all directors, employees, and volunteers.

Approved on: August 19, 2019

To be reviewed on: August 2020

Each policy will be reviewed on an annual basis and is subject to change.