

**UTAH COUNTIES INDEMNITY POOL  
MINUTES, RECORDINGS AND RECORDS OF MEETINGS POLICY**

**SECTION A EFFECTIVE DATE AND FREQUENCY OF REVIEW.**

1. The Board originally adopted the Written Minutes of Open Meetings – Public Records – Recordings of Meetings Policy on April 20, 2017.
2. This policy should be reviewed annually, but not less than every five years by the Board.
3. This policy will also be reviewed any time that changes to laws or rules governing the minutes, recordings or records of interlocal agencies are amended or recommendations are made by the UCIP CEO or CFO, which would require review and update to this policy.
4. Failure to review this policy in the frequency stated shall not nullify, void, limit or waive this policy or any action taken under this policy.
5. This policy is considered to be amended at the time any new federal or state law becomes effective which conflicts with this policy, but only to the extent necessary to come into compliance with new law.

**SECTION B PURPOSE**

1. This policy outlines the policies and procedures of the Board related to written minutes, recordings and public records related to open public meetings of UCIP.

**SECTION C AUTHORITY**

1. The Board has authority to adopt this policy under the UCIP Interlocal Agreement.

**SECTION D APPLICABILITY AND SCOPE**

1. This policy applies to all “meetings” of UCIP when acting as a “public body” as defined by OPMA.

**SECTION E DEFINITIONS**

1. Board: the Board of Directors of the Utah Counties Indemnity Pool.
2. CEO: the Chief Executive Officer of the Utah Counties Indemnity Pool.
3. CFO: the Chief Financial Officer of the Utah Counties Indemnity Pool.
4. OPMA: means the Utah Open and Public Meetings Act.

5. Recording: means electronic audio recording of meetings.

## **SECTION F POLICY STATEMENTS**

1. It is the policy of the Board to comply with state law regarding written minutes, recordings and public records related to open public meetings.

## **SECTION G PROCEDURES AND RESPONSIBILITIES**

1. Within three business days after holding an open meeting, an audio recording of the open meeting will be available to the public for listening.
2. Pending minutes will be available to the public within a reasonable time after holding the open meeting that is the subject of the pending minutes.
3. Pending minutes will be submitted to the UCIP Board at their next meeting by the Secretary/Treasurer of the Board for changes, additions and approval by majority vote.
4. Minutes approved by the Board will be presented to the Chair of the Board for signature. Once approved by the Board and signed by the Chair of the Board, those minutes will be the official record of the open meeting that is the subject of the approved minutes.
5. Within three business days after approving written minutes, the approved minutes and any materials made available to the public at the meeting will be available to the public, and will be placed on both the State Public Notice website, and the UCIP website.
6. Written minutes or recordings of the open meetings will be maintained in accordance with the UCIP Records Retention Policy.

## **SECTION H REVISION HISTORY**

1. Original Policy Adoption: April 20, 2017
2. Revised: April 19, 2018
3. Revised: June 21, 2019
4. Revised: June 18, 2021

## **SECTION I APPENDICES**

1. There are no appendices to this policy.