

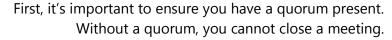
Closing a Meeting

Public bodies exist to aid in the conduct of the people's business; therefore, their actions and deliberations should be taken and conducted openly. In fact, that's the law. (U.C.A. 52-4-102).

The same law, however, provides a caveat: Closing a Meeting. Recognizing that there are situations where it may be in the best interest of all involved to allow for private discussion, U.C.A. 52-4 also details when and how to deviate from the charge of transparency.



Closed meetings are never required, but may be held provided all the requirements outlined in the statute are met.







Next, you must identify if the topic to be discussed is authorized by the law. Closing a meeting may occur for the following reasons:

- Discussion of character, professional competence, or physical or mental health of an individual.
- Strategy session to discuss pending or reasonably imminent litigations.
- Deployment of security personnel, devices, or systems.
- Investigative proceedings regarding allegations of criminal misconduct.

To close a meeting, two-thirds of the members in attendance must vote to close the meeting. A board member should motion for the meeting to be closed in accordance with U.C.A. 52-4-201(1)(a), and identify the reason.





No ordinance, resolution, rule, regulation, or contract of appointment can be approved in the closed meeting. You must re-open the meeting prior to any binding action being taken.

Additional information is required to be documented when a meeting is closed, and closed meetings may or may not require recordings or minutes.

This is just a brief overview of closed meetings, for more information, see U.C.A. 52-4.