

SUBJECT: OPEN MEETINGS ACT

EFFECTIVE
DATE: 03-31-05 (replaces 07-16-02)

APPROVED BY:

Reviewed (no changes): 02-02-10 _____

Executive Director

POLICY

It is the policy of the McIntosh Trail CSB Board to comply with the provisions of Georgia law in regard to the "Open Meetings Act".

PROCEDURE

1. Meetings are publicly announced, at a minimum, in the following ways:
 - a. A notice of every meeting is forwarded to the "legal organ" newspaper in each of the seven counties.
 - b. An agenda is posted on the doors of the Area Administrative Office and the meeting location (if other than the Area Office) at some point during the two week period immediately prior to the meeting.
 - c. Written notices are sent, at a minimum, to the following: CSB members, Regional Office, West Central Georgia Regional Hospital, McIntosh Trail CSB Leadership Team, and mid-managers.
2. Within two days after the meeting, a summary of the subjects acted on and the members present is available to the public. Minutes of the meeting are available once approved.
3. Special meetings may be called by the Board Chair, Vice Chair (when acting in the place of the Chair) or by five members of the Board. The Board secretary will notify all Board members of the date, time, and place of such special meeting at least two days prior to such meeting. Public notice is provided in accordance with the "Open Meetings Act".
4. Closed meetings may be held without complying with all of the open meetings requirements. They may be held for consultation with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings; to discuss the future acquisition of real estate; to discuss the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, or to review the care and treatment of individual consumers who are receiving or who have received disability services.

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PROCEDURE (CONTINUED)

5. (Continued)

If the entire meeting is to be a "closed" meeting, the following procedures will be followed:

- a. The meeting is called to order;
- b. Agenda is adopted;
- c. Motion passed to go into executive session (the purpose is also stated);
- d. At the conclusion of deliberations, a motion is passed to conclude the closed session and to go into open session;
- e. Voting will occur, if needed, in open session;
- f. Board minutes will reflect the purpose of going into executive session;
- g. If litigation is pending, the Board's attorney must be present to invoke attorney - client privilege.
- h. The chair or presiding officer shall execute and file with the official minutes a notarized affidavit (Attachment No. 1) stating under oath that the subject matter of the meeting or the closed portion of the meeting was devoted to matters within the exceptions provided by law, and identifying the specific relevant exception.

If part of the Board meeting is to be closed, procedures a. through h. will be followed.

Attachment:
No. 1 Affidavit