

**VERMONT OPEN MEETING LAW (reference Burlington School Policy B 14)**

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**312. Right to attend meetings of public agencies**

(a) All meetings of any board or commission of any state agency or authority of the state emergency board or of any agency or authority of any town, county, municipal corporation, including the legislative body of the municipality or board of selectmen, school district, or any other political subdivision, or of any committee of any of the foregoing boards or commissioners, are declared to be public meetings open to the public at all times, except as provided in section 313 of this title. The foregoing boards, commissions, agencies or authorities are defined as "public appointment, or formal action shall be considered binding except as taken or made at such open meeting, except as provided under section 313(a) (2) of this title."

(b) (1) Minutes shall be taken of all meetings of public bodies. The minutes shall cover all topics and motions that arise at the meeting and give a true indication of the business of the meeting. Minutes shall include at least the following minimal information:

(A) All members of the public body present. All other active participants in the meeting; and  
(B) All motions, proposals and resolutions made, offered and considered, and what disposition is made of same; and

(C) The results of any votes, with a record of the individual vote of each member if a roll call is taken.

(2) Minutes of all public meetings shall be matters of public record, shall be kept by the clerk or secretary of the public body, and shall be available for inspection by any person upon request after five days from the date of any meeting.

(c) (1) The time and place of all regular meetings subject to this section shall be clearly designated by statute, charter, regulations, bylaw, resolution or other determining authority the public body and this information shall be available to any person upon request.

(2) The time and place of all special meetings subject to this section shall be publicly announced at least 24 hours prior thereto.

(3) Emergency meetings may be held without a 24-hour warning provided some public notice thereof is given as soon as possible before any such meeting.

(4) Any adjourned meeting held more than 36 hours after the time of adjournment shall be considered a new meeting, unless the time and place for the adjourned meeting is announced within 24 hours after adjournment.

(d) The agenda for a regular or special meeting shall be made available to the news media or concerned persons prior to the meeting upon specific request.

REVIEWED: July 18, 1990

**Burlington School District Policy  
B 14: EXECUTIVE SESSIONS**

**Former Policy BDC**

The Board and its committee's reserves the right to sit in executive session closed to the public and media when a majority of the members present so vote. As required by law, the motion calling for an executive session will indicate the nature of the items to be discussed, and no other matters may be considered.

The Board and its committees may entertain a motion to hold an executive session only for those purposes, which the law recognizes. (See Vermont Open Meeting Law- BDC).

No official, final action may be taken by the Board or its committees at an executive session, except as permitted by law. In order to act upon items considered at an executive session, the Board will convene or reconvene in open session. That such a meeting was held will be recorded in the minutes of the subsequent open session of the Board. Board members and any persons attending an executive session are ethically bound not to disclose any details of the discussion held.

The superintendent or his designated representative may attend all executive sessions except those which pertain to the superintendent's employment. The superintendent will attend the excepted meetings at the pleasure of the Board.

VSA T. 1 VSA Sec. 313

Policy reviews and updates:

August 31, 1993	Policy reviewed
October 8, 1996	Policy reviewed
August 26, 1998	Policy reviewed