	West Fargo Fire & Rescue Policy and Procedure			Authorized by: D. Fuller Fire Chief
	Subject: OPEN MEETING COMPLIANCE			
	Section: ADMIN	Date Authorized: 8/5/2015	Date Reviewed: 11/1/2017	
	Number: 114			

Intent

The intent of this policy is to ensure compliance with the North Dakota Century Code, Chapter 44-04 Access to Public Meetings.

Policy

All meetings of the West Fargo Fire Department are open to the public, unless a specific circumstance exists to close the meeting to the public or go into executive session as described below. Emails, text messages, and phone calls between quorums of the Board of Directors are subject to open meetings requirements as well. Anyone, regardless of where they live has the right to attend any meeting of the West Fargo Fire Department. Any member of the public does not have the right to speak at the meeting; however the Board of Director can choose to entertain public comments and questions.

A gathering of Board of Director members is not a meeting in social or training sessions. However, if fire department business is discussed in an official capacity, the meeting has to be recorded. This includes as committees and subcommittees completing official work on the behalf of the department.


If the Board of Directors appoints or delegates any authority to two or more people, that committee is also subject to open meeting compliance. Portfolios are a committee of the governing body if more than one director holds the portfolio.

Prior written notice shall be required for all meetings, including committee and subcommittee meetings. The written notice must include, at the minimum, the date, time and location of the meeting and the agenda topics the Board of Directors, committee or sub-committee will addressing during the meeting. Additional topics maybe added or existing topics altered at the time.

If an executive session is anticipated, the meeting notice also must include the executive session as an agenda item, along with the subject matter and the legal authority for the executive session.

Before the Board of Directors can close a meeting to the public, it must first properly convene the meeting; announce the legal authority to close the meeting and the topics to be considered during the closed portion of the meeting. All executive sessions must be recorded and roll call votes taken

Meeting schedules and notices shall be filled with the City of West Fargo Auditor or the West Fargo Fire Department website, as well as in the main office of the department and given to anyone who requests prior notice of meetings.

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Notice of special or emergency meetings shall also be given to the West Fargo Pioneer, as well as to any media representatives or members of the public who have asked to be notified of the meetings.

The minutes of official meetings are public record, and as such, shall be given to anyone upon request. Draft minutes should be made available to the public even if the official minutes have not been approved.

Minutes must include;

- The date and time the meeting was called to order and adjourned
- The name of the members attending
- A list of topics discussed regarding public business
- A description of each motion made at the meeting and whether the motion was seconded
- The results of every vote taken at the meeting
- The vote of each member on every recorded roll call vote