

OUTFITTERS & GUIDES LICENSING BOARD	POLICY NUMBER: 1010	PAGE NUMBER 1 of 5
	SUBJECT: Open Meetings, Meeting Notice, Agenda, Indexing & Mailing Board Meeting Minutes & Executive Session	Drafted: Adopted: 2008 Revised: Reformatted: 10/26/15

1.00.00 POLICY OF THE AGENCY

It is the policy of the Outfitters and Guides Licensing Board that the Agency complies with applicable state statutes regarding the Board Procedures.

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3.00.00 REFERENCES

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4.01.00 DEFINITIONS

As used in the Open Meetings Law and this Policy:

(1) "Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, or measure on which a vote of the Idaho Outfitters and Guides Licensing Board (hereinafter "Board") is required, at any meeting at which a quorum is present, but shall not include those ministerial or administrative actions necessary to carry out a decision previously adopted in a meeting held in compliance with sections 67-2342 through 67-2346, Idaho Code.

(2) "Deliberation" means the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the Board for decision.

(3) "Executive session" means any meeting or part of a meeting of the Board which is closed to any persons for deliberation on certain matters.

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(4) "Governing body" means the members of the Idaho Outfitters and Guides Licensing Board ("Board").

(5) "Meeting" means the convening of the Board to make a decision or to deliberate toward a decision on any matter.

(a) "regular meeting" means the convening of the Board on the date fixed by law or rule, to conduct the business of the agency.

(b) "special meeting" is a convening of the Board pursuant to a special call for the conduct of business as specified in the call.

4.02.00 **MEETING NOTICE.** The notice requirement for meetings and agendas shall be satisfied by posting such notices and agendas in a prominent place at the principal office of the Board.

4.02.01 **Regular meetings.** No less than a five (5) calendar day meeting notice shall be given unless otherwise provided by statute.

4.02.02 **Special meetings.** No special meeting shall be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists. An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of this section would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting. The notice required under this section shall include at a minimum the meeting date, time, place and name of the Board. The secretary shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting.

4.02.03 **Executive sessions.** If an executive session only will be held, a twenty-four (24) hour meeting and agenda notice shall be given according to the notice provisions stated in subsection (2) of this section and shall state the reason and the specific provision of law authorizing the executive session.

4.03.00 **DRAFT AGENDA.** A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting, however, additional agenda items may be added after completion of the agenda up to and including the hour of the meeting, provided that a good faith effort is made to include in the notice all

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agenda items known at the time to be probable items of discussion. The Agenda will posted as set forth above and shall be mailed out via first class mail or electronic mail as follows:

4.03.01 Idaho Department of Land--State Regulation Offices:

- 4.03.01.1 FISH & GAME AND LANDS
- 4.03.01.2 IOGA
- 4.03.01.3 MEMBERS OF HOUSE RESOURCES AND CONSERVATION & SENATE RESERVES AND ENVIRONMENT
- 4.03.01.4 ALL USFS DISTRICT RANGERS & ALL BLM DISTRICT MANAGERS
- 4.03.01.5 REGIONAL NEWSPAPERS
- 4.03.01.6 BOARD MEMBERS

4.03.02 The Agenda shall be faxed to any individual or agency who requests a facsimile copy of the Agenda

- 4.03.02.1 Fax cover sheets for Board meeting agenda.

4.03.03 A notice shall be sent to the Idaho Statesman.

4.04.00 EXECUTIVE SESSION. Upon a two-thirds (2/3) vote recorded in the minutes of the meeting by individual vote, the Board may hold an executive session during any meeting, after the presiding officer has identified the authorization by specific reference to one (1) or more of the following paragraphs of this subsection for the holding of such executive session. An executive session may be held:

- (a) To consider hiring a public officer, employee, staff member or individual agent. This does not apply to filling a vacancy in an elective office;
- (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;
- (c) To consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code;
- (d) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending

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litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;

- (e) To engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement.
- (3) No executive session may be held for the purpose of taking any final action or making any final decision.
- (4) When the Board is acting in its capacity as finders of fact in an administrative hearing conducted in compliance with the Idaho Administrative Procedures Act, the Board shall comply with all provisions of the Idaho Administrative Procedures Act in conducting said hearings.

4.05.00 **BOARD MEETING MINUTES.** Minutes of the Board meeting shall be prepared in compliance with the Idaho Open Meetings Law. The Board shall provide for the taking of written minutes of all its meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law. All minutes shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

- (a) All members of the governing body present;
- (b) All motions, resolutions, orders, or ordinances proposed and their disposition;
- (c) The results of all votes, and upon the request of a member, the vote of each member, by name.

Minutes of executive sessions shall be limited to a specific reference to the statutory subsection authorizing the executive session and sufficient detail to convey the general subject matter but shall not contain information sufficient to compromise the purpose of going into executive session.

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4.05.01 Draft Board Minutes are provided to the Board within fourteen (14) days after the Board meeting, unless a longer period of time is authorized by the Executive Director. Board members are asked to respond and changes are made, and are assembled as final drafts. Discrepancies will be cleaned up by the Executive Director prior to mailing.

4.05.02 The final draft Board Meeting Minutes will be presented at the next Board meeting and the Board will be asked to finally approve them.

4.05.03 Final Board Meeting Minutes need to be mailed as follows:

4.05.03.1 FISH & GAME AND LANDS

4.05.03.2 IOGA

4.05.03.3 MEMBERS OF HOUSE RESOURCES AND CONSERVATION &
SENATE RESERVES AND ENVIRONMENT

4.05.03.4 ALL USFS DISTRICT RANGERS & ALL BLM DISTRICT MANAGERS

4.05.03.5 REGIONAL NEWSPAPERS

4.05.03.6 BOARD MEMBERS

4.06.00 APPROVED BOARD MEETING MINUTES

Approved Board Meeting Minutes need to be mailed as follows:

4.06.01.1 BOARD MEMBERS

4.06.02 After mailing copies of the Approve Board Meeting minutes they need to be indexed as follows:

4.06.02.1 In the district office cabinet there is a large binder with the following label on the spine: "Board minutes (next line) June, 1993 to (blank).

4.06.02.2 Number on the original Approved Board Meeting Minutes numerically from the last minutes in the binder.

4.06.02.3 Label a divider with the Board Meeting date (month year) i.e. June 2000.

4.06.02.4 Index according to outfitters, people and places in the index (in the back of the binder) labeled from A to Z.