



UTAH INLAND
PORT AUTHORITY

Board Meeting Transparency Policy

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BP-05 Meeting Transparency Policy

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Revision Table

Version	Effective Date	Revision Author	Summary of Revisions
1.2	August 24, 2022	Jill Flygare	Updated to new policy template Updated recommended changes to policy



BP-05 Meeting Transparency Policy

I. Purpose Statement

The policy is intended to conduct business and provide information to all stakeholders freely and proactively understanding the balance between transparency and preservation of confidential information.

II. Regulatory / Legislative Requirements

UCA 52-4

III. Scope

This policy is established to maximize access to information, provide clear guidance for making information available, and to set clear exceptions to safeguard deliberative processes and protect confidential information.

IV. References

None

V. Definitions

None

VI. Roles & Responsibilities

None

VII. Policy

The Utah Inland Port Authority (UIPA) board follows the Utah Open Public Meetings Act (see BP-01). A meeting schedule, which is subject to change, will be established by the board chair on an annual basis and posted to the Public Notice Website as well as the UIPA website. Additional meetings may be called by the board as needed. A minimum of 24-hour notice will be provided except in extreme and emergency situations as provided in Utah Code Chapter 52, Title 4, 202 ("Emergency Meeting").

Agenda:

1. Any member of the board may request agenda items (i.e.: discussion topics, presentations, motions, etc.);
2. Agenda will be drafted by staff, approved by Chair/Vice Chair;
3. Agenda will be posted to the public notice website and the UIPA website no later than 24 hours prior to the start of the proposed board meeting;
4. Publicly available documents will be posted to the UIPA website prior to the start of the proposed board meeting;
5. All board related documents will be provided to the board 48 hours prior to the start of the proposed board meeting, unless the board meeting is an Emergency Meeting; and,
6. The board may not take action on any item not listed on the agenda. However, at the Chair's discretion additional discussion topics may be raised, staff may be directed, or items may be placed on a future agenda for action.



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A UIPA meeting is a place for all to be heard and respected. To facilitate a respectful and safe environment, and to allow an orderly, efficient, and effective process, the board has implemented the following procedures during the public comment period:

In-Person:

- Each member of the public wishing to participate in the public comment period will complete a comment card;
- Cards will be numbered as they are turned into staff;
- Comments are limited to 2 minutes per person;
- Comments shall be directed to the Chair;
- Individuals may only speak once during public comment period; and,
- Public comment period is limited to the time remaining in the board meeting.

Online/virtual:

- Use the “raise your hand” option when directed by the Chair;
- No additional members of the public will be added to the queue once the public comment period begins;
- Comments are limited to 2 minutes per person;
- Comments shall be directed to the Chair;
- Individuals may only speak once during public comment period; and,
- Public comment period is limited to the time remaining in the board meeting.

If the meeting is being held as a hybrid option (in-person and virtual) the public comment period will alternate between the two options.

We may not get to all members of the public who wish to participate. The chair, in his sole determination, may alter any portion of the public comment period based on topic, time, or other considerations.

Questions/comments are always welcome on the UIPA website (inlandportauthority.utah.gov)

Public Hearing:

The purpose of a public hearing is to provide the public with specific information on the budget and to allow public comment.

1. The public hearing notice must be posted in a newspaper of general circulation a minimum of seven (7) days prior to the proposed public hearing;
2. The budget must be posted on the public notice website a minimum of three (3) days prior to the proposed public hearing;
3. The budget must contain revenues and expenditures including:
 - Legal fees, rent, office supplies, other materials, and personnel;
4. The budget will be presented by staff;
5. Members of the public may comment on the budget
 - Comments are limited to the topic of the budget only during a public hearing;
 - Comments are limited to 2 minutes per person;
 - Individuals may only speak once during public comment period; and,
 - Public comment period is limited to 15 minutes.

In order to support a respectful meeting, items that disrupt the meeting, intimidate other participants or cause safety concerns are not allowed.



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- Jeering, cheering, clapping and waving signs;
- Generally, props and equipment are not allowed, if you have a prop or piece of equipment integral to a presentation, you are required to clear it with a staff member before entering the room;
- If you have questions about proper placement of recording equipment or recording in general, coordinate with staff prior to the meeting to ensure it does not disrupt the meeting or make others uncomfortable;
- Staff may request changes or placement of any equipment to facilitate the meeting;
- If you have written remarks, documents, or other items you may want the board to review, do not approach the dais. Staff will take any information you have and distribute; and,
- Failure to follow rules of decorum may result in removal from the meeting.