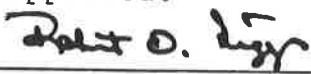


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AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 1:009	Supersedes Policy Number: I:01:07
Date: August 1, 1986	Dated: January 12, 1977
Subject: Sunshine Law	
Initiating Authority:	SBR Policy/Guideline Reference:
Approved:  President	

In conformity to Tennessee's "Sunshine Law," TCA 8-4401 et. seq., which is hereby referred to and made a part of these policies and procedures, the following policies and procedures are adopted for Austin Peay State University .

1.0 Meetings Open to the Public

- 1.1 Meetings of standing committees of the University, its colleges, departments, divisions, and including student committees shall be open to the public.
- 1.2 Meetings of ad hoc committees on the campus shall be open to the public.
- 1.3 Meetings of subcommittees of the various University and campus committees shall be open to the public.

2.0 Exemptions from "Open Public Meetings"

Meetings of committees of the University, when dealing with personnel matters and where the privacy of individuals under consideration cannot be protected so as to avoid personal identification, shall be exempt from the requirement of being open to the public and may transact such business in executive session.

- 2.1 The results of executive sessions shall be made available to the public except as they might disclose personal identity.
- 2.12 Personnel matters shall include matters relating to individual students, faculty and staff.

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- 2.2 Staff meetings shall not be subject to requirements of the "Sunshine Law."

### 3.0 Notice of Meetings

- 3.1 Meetings of committees subject to the openness of the "Sunshine Law" shall be preceded by appropriate public notice.
- 3.12 Notice of a meeting, with a tentative agenda shall be posted on the bulletin board of the office calling the meeting at least two working days preceding the date of the meeting.
- 3.13 Notice of a meeting shall be posted on the bulletin board of the University Center at least two working days preceding the date of the meeting.
- 3.14 Notice of a meeting shall be published in The All State whenever practicable.
- 3.2 Notices of meetings shall indicate the name of the committee, the date of the meeting, the time of the meeting, the place of the meeting, and a tentative agenda when appropriate and practicable.
- 3.3 Committees meeting regularly at a specified date, time, and place may post permanent notice of meetings on the prescribed bulletin boards.
- 3.4 In the event of special or emergency meetings, notices should be posted as soon as practicable and reasonable effort should be made to notify those of known concern and interest.

### 4.0 Minutes of Meetings

- 4.1 All committees shall maintain appropriate minutes which shall be open to public inspection.
- 4.11 Minutes shall be promptly recorded and made available for inspection.
- 4.12 Minutes shall reflect the members of the committee present, all motions and their disposition, all proposals and resolutions offered, the results of votes taken, and a record of individual votes in the event of a roll call vote.

MEMORANDUM

TO: Mr. Wendell Gilbert  
Ms. Sondra Hamilton  
Dr. Carol Kominski  
Mr. David Loos  
Dr. Steven Pontius  
Dr. Sal D. Rinella  
Ms. LaVerne Walker  
Mr. Joseph White

FROM: Joyce A. Mounice, Vice President  
for Finance and Administration

SUBJECT: Policy Manual

DATE: September 22, 1997

On advice of legal counsel, the following policy needs to be deleted from your APSU Policy Manual because it is not consistent with the intent of State law:

1:009 Sunshine Law (and substitution of prevailing State law)

Original campus policy regarding the Sunshine Law was put in place Jan. 12, 1977, and was superseded by an updated policy dated August 1, 1986, to reflect modifications in State law. Henceforth the campus will use the prevailing State Sunshine Law as its guideline for meetings.

You may want to keep this memo with the alphabetical index to show why this policy was deleted.

Please make pen and ink updates in the alphabetical and sectional indices.

JAM:bm

cc: Mrs. Judy Blain  
Mrs. Dorie Miller (copies for three manuals)