

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

POLICY NO.: I: 01 : 07

DATE: January 12, 1977

SUPERSEDES POLICY NO.: \_\_\_\_\_

DATED: \_\_\_\_\_

SUBJECT: Sunshine Law - Applicability to Austin Peay State University

APPROVED: Robert O. Riggs, President Robert O. Riggs

In conformity with 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.

- 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 notice 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.