



10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

APRIL 2019

OPEN MEETINGS (REGULAR AND SPECIAL CALLED)

KRS 61.805 says that a “Meeting’ means all gatherings of every kind, including video teleconferences, regardless of where the meeting is held, and whether regular or special and informational or casual gatherings held in anticipation of or in conjunction with a regular or special meeting:”

Any time a quorum of supervisors (4 or more supervisors) is gathered to discuss district business it should be an open meeting.

It is very important that the public’s business be taken care of in public. You should guard against the public perception that you are acting secretly.

Your regular monthly meeting date, time and place are published in your legal notice each year by September 1st. (Example: Muhlenberg County Conservation Districts meets on the 1st Thursday of the month at 7 pm. The meeting is held at the Muhlenberg County Conservation District Office at 340 Dean Road, Greenville, Kentucky 42345.) If your meeting time changes throughout the year (i.e., if it’s at 7 half the year and it’s at 5 the other half), that should be included in the legal notice also. If a meeting is held ANY other time than this, it is a special called meeting.

Special called meetings require specific action and only specific information can be discussed at the meeting. Only the specific information on the agenda should be discussed. General items such as “Old Business” and/or “New Business,” etc. should not be included on the agenda or discussed.



If it is necessary to have a special called meeting, you must:

- Post an announcement which includes the date, time and specific agenda for the meeting. This announcement is to be posted in a visible place in your office building and posted in a visible place where the meeting will be held (if held in a different place than your office).
- All agency members and any media (who has written a request to be notified) should receive notice 24 hours prior to the meeting. The notice can be delivered personally, by fax or regular mail. Emailing the information is only an acceptable means of delivery if the request has been made in writing to receive such notice. The email address of the individual or media group must be indicated in the request.

All meetings should be conducted according to Robert's Rules of Orders. Members can attend in person or by video conference. A member can listen via telephone, but they cannot be counted toward the quorum and they cannot make or second any motions or vote.

Visitors cannot be required to identify themselves. Visitors, board members, or employees have the right to record the meeting, as long as it does not interfere with the meeting.

Closed Session:

Closed Session can only be entered after a motion, which should include the exact part of KRS 61.810(1) that allows that specific closed session. No motions can be made during closed session. Closed sessions are not recorded and no minutes are kept of the discussion that occurred during closed session.

Discussion Questions:

The November Board Meeting will fall on a holiday. The decision is made in October to change the date to the following week. Will this be special called meeting? Yes

The chairman realizes there won't be a quorum for the regular 10 am Board Meeting this morning, so it is moved to 7 pm. Is this a special called meeting? No. Having this meeting would violate the open meetings act. The meeting should be cancelled and rescheduled. Notification of the meeting should be posted for no less than 24 hours in advance.

Three days before the Board meeting it is decided to have the meeting at 8 am instead of 10 am. Will this be a special called meeting? Yes

You decided in November to have your December Board meeting at a local restaurant next month. Is this a special called meeting? Yes