

Board of Directors  
Series 200

Policy Title: Open Meetings and Board Training Code No. 205

**Policy Statement**

Heartland AEA is governed by a nine-member board. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

**Scope of Policy**

A gathering of a majority of board members either in person or electronically in which deliberation of an issue within the scope of the board's policy making duties takes place is a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting when there is no discussion of policy or no intent to avoid the purpose of the open meeting law.

**Accountability Overview**

Board members who are elected or appointed to office will, within ninety days of election or taking the oath of office, participate in an approved training course on Iowa's open meeting and public records laws. The training will comply with and be approved by the Iowa Public Information Board (IPIB). After training is complete, the board secretary or their designee shall maintain record of the board members' certification of completion.

Legal Reference:

Iowa Code Ch. 21, 279.1-.2.

Date of Adoption:

9/8/25

Reviewed: \_\_\_\_\_

Amended: \_\_\_\_\_

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