

COMPLIANCE TO OPEN DOOR POLICY STATEMENT

Local Coordinating Council officers, members, and committees are knowledgeable and aware that as an organization that was established by State Statute and operates under the guidance of the Governor's Commission for a Drug Free Indiana established through Indiana Code, they are considered a governing body of a public agency and have a duty to observe the policy of the Open Door Law: that official action be conducted and taken openly. This includes regular, executive, grant review and sub-committee meetings that would be acting in an official capacity. To this end, the following meeting procedures shall be complied with (IC 5-14-1.5):

1. Meeting is a gathering of a majority of the governing body for the purpose of taking official action upon public business. Official action is receiving information, deliberating, making recommendations, establishing policy, making decisions and taking final action (voting). All meetings with the exception of Executive Sessions are open to the public. Any closed Executive Sessions MUST meet the criteria as stated in Indiana Code to be legal (IC 5-14-1.5-6.1).
2. Public notice is a requirement that applies to open meetings, reconvened meetings, rescheduled meetings AND executive sessions. Notice must be posted 48 hours in advance of the meeting, not including Saturdays, Sundays and legal holidays. The notice must be posted at the agency's principal office or at the meeting place. Also, if there is an agenda, it must be posted as well (IC 5-14-1.5-5). Minutes and memorandum must be kept as the meeting progresses and must contain the following:
 - a. Date, time and location of meeting;
 - b. Members present and absent;
 - c The general substance of all matters proposed, discussed or decided.
 - d. Record of all votes taken, including by individual members if roll call is used.

Since an LCC is considered a public agency, and since a public agency is subject to the Indiana Open Door Law, all memoranda as it pertains to open meetings must be available to the public for inspection.

Date Adopted _____

Name of the Local Coordinating Council _____

County _____