

# Soil and Water Conservation District

Completed by:

Section 5 Public Meetings and Records			
Element	Discussion question	Yes	No
Public meetings and records law	1. Does this district have at least one copy of the 2006 edition of <i>The Oregon Attorney General's Public Records and Meetings Manual</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Does the board review <i>The Oregon Attorney General's Public Records and Meetings Manual</i> and use the information in orientation for new directors and new board officers?	<input type="checkbox"/>	<input type="checkbox"/>
	Comments/assistance requested		
Meeting structure and public participation	1. How is public participation encouraged?		
	2. How would you rate the effectiveness of the district board meetings?		
	Comments/assistance requested		
Public Notices	1. Does the board provide public notice as required for:	<input type="checkbox"/>	<input type="checkbox"/>
	a. Regular meetings?	<input type="checkbox"/>	<input type="checkbox"/>
	b. Executive sessions?	<input type="checkbox"/>	<input type="checkbox"/>
	c. Special meetings?	<input type="checkbox"/>	<input type="checkbox"/>
	d. Emergency meetings?	<input type="checkbox"/>	<input type="checkbox"/>
	e. Public hearings?	<input type="checkbox"/>	<input type="checkbox"/>
Comments/assistance requested			
Agendas	1. Are agendas available in advance of the meeting?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Are copies available to public attendees?	<input type="checkbox"/>	<input type="checkbox"/>
	3. Does the board have policy regarding when agendas and meeting packets will be available?	<input type="checkbox"/>	<input type="checkbox"/>
	Comments/assistance requested		
Location and access	1. Are district offices, meetings and programs accessible to the public?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Does the board meet as required either within the district boundaries, or at its administrative headquarters?	<input type="checkbox"/>	<input type="checkbox"/>
	3. Does the meeting location meet legal requirements for purposes of non-discrimination?	<input type="checkbox"/>	<input type="checkbox"/>
	4. Does the board use "closed" or executive sessions only for the legally permissible purposes?	<input type="checkbox"/>	<input type="checkbox"/>
	5. Does the board always clearly state the statutory authority for going into executive session and record it in the public meeting minutes?	<input type="checkbox"/>	<input type="checkbox"/>
	6. Does the board allow access to executive sessions by the media and other permitted persons as required by law?	<input type="checkbox"/>	<input type="checkbox"/>
	Comments/assistance requested		

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<b>Section 5</b>	<b>Public Meetings and Records</b>		
<i>Element</i>	<i>Discussion question</i>	<i>Yes</i>	<i>No</i>
Motions, resolutions, decisions	1. Do all official actions of the board occur when a quorum of directors is present in open, public meetings?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Does the district maintain a full and accurate record of all district business including all proceedings, motions, resolutions, and final approved minutes?	<input type="checkbox"/>	<input type="checkbox"/>
	3. Does the district maintain a summary of actions or a resolution notebook in addition to the minutes?	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments/assistance requested</i>		
Minutes	1. Are written minutes taken for all regular, special and emergency meetings?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Do district minutes include:	<input type="checkbox"/>	<input type="checkbox"/>
	a. A list of directors present?	<input type="checkbox"/>	<input type="checkbox"/>
	b. A list of partners or guests attending and their affiliation?	<input type="checkbox"/>	<input type="checkbox"/>
	c. A list of employees and volunteers present?	<input type="checkbox"/>	<input type="checkbox"/>
	d. All official actions and a record of each director's votes?	<input type="checkbox"/>	<input type="checkbox"/>
	e. A description of all declared conflicts of interest (actual or potential)?	<input type="checkbox"/>	<input type="checkbox"/>
	f. A reference to, or description of all bills paid or approved?	<input type="checkbox"/>	<input type="checkbox"/>
	3. Do the minutes describe issues in general terms with sufficient detail to allow the reader to understand the discussion without a verbatim transcript?	<input type="checkbox"/>	<input type="checkbox"/>
	3. Are district minutes filed in chronological order for ease of access?	<input type="checkbox"/>	<input type="checkbox"/>
Public Hearings	4. Does the district have policy regarding when minutes will be made available to the public?	<input type="checkbox"/>	<input type="checkbox"/>
	5. Are the minutes updated and filed after being corrected and approved at a subsequent board meeting?	<input type="checkbox"/>	<input type="checkbox"/>
	6. Are district minutes retained and archived in perpetuity?	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments/assistance requested</i>		
	1. Does the district follow legal requirements to hold public hearings related to:	<input type="checkbox"/>	<input type="checkbox"/>
	a. Securing a loan?	<input type="checkbox"/>	<input type="checkbox"/>
Public Hearings	b. Holding a conservation easement?	<input type="checkbox"/>	<input type="checkbox"/>
	c. Meeting local budget law requirements?	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other?	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments/assistance requested</i>		