

## THE MISSOURI SUNSHINE LAW COMPLIANCE CHECKLIST

*Chapter 610 of the Revised Statutes of Missouri, commonly referred to as the Missouri Sunshine Law, sets out the requirements that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law. The Missouri Sunshine Law governs only state, local and quasi-public governmental bodies. Federal officers and agencies are covered by the federal Freedom of Information Act. The Soil and Water Conservation Districts Operations Manual, Chapter VI "Board Meetings" also provides guidance on board meetings and minutes.*

Has the public governmental body adopted a reasonable written policy consistent with the Sunshine Law, which is open to public inspection, regarding the release of information on any meeting, record or vote? (RSMo Section 610.028.2)

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach a copy of the policy.

Has the public governmental body appointed a custodian who is to be responsible for the maintenance of the body's records? (RSMo Section 610.023.1)

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, identify the custodian by position title. \_\_\_\_\_

	MINUTES REVIEWED					
<b>NOTICE OF MEETING: (RSMo Section 610.020)</b>						
1) Was notice of the meeting given 24 hours (excluding weekends and holidays) prior to the meeting unless good cause made such notice impossible or impractical, in which case as much notice as was reasonably possible was given?						
2) Does the notice include the meeting time?						
3) Does the notice include the meeting date?						
4) Does the notice include the meeting location?						
5) Does the notice include whether the meeting was open or closed to the public?						
6) Does the notice include a tentative agenda of an open meeting?						
7) Was notice given in a manner reasonably calculated to advise the public of the matters to be considered, such as: a. Making copies of the notice available to representatives of the news media upon request, b. Making copies of the notice available to the members of the particular governmental body, and/or c. Posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the						

meeting, or if no such office exists, at the building in which the meeting was held?						
8) Was the meeting held at a place reasonably accessible to the public and of sufficient size to accommodate the anticipated attendance by members of the public, unless for good cause such a place was impossible or impractical?						
9) Was the meeting held at a time reasonably convenient to the public, unless for good cause such a time was impossible or impractical?						
10) For a meeting conducted by telephone or other electronic means, did the notice of the meeting identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting?						
11) If the public governmental body planned to meet by Internet chat, Internet message board, or other computer link, did the governmental body post a notice of the meeting on its web site in addition to its principal office and notify the public how to access that meeting?						
12) Was reasonable effort made to grant special access to the meeting to handicapped or disabled individuals?						
13) When a meeting was held on less than 24 hours' notice, or at a place that was not reasonably accessible to the public, or at a time that was not reasonably convenient to the public, was the nature of the good cause justifying the departure from the normal requirements documented in the minutes of the meeting?						
<b>CLOSED MEETINGS: (RSMo Sections 610.021 and 610.022)</b>						
1) Was the meeting closed for one of the topics as specified in RSMo, Section 610.021?						
2) Was there an affirmative public vote of the majority of a quorum of the public governmental body to close the meeting or vote?						
3) Was the vote of each member of the public governmental body on the question of closing a public meeting or vote and the specific reason for closing that public meeting or vote by reference to a specific section of RSMo Section 610.021 announced publicly at an open meeting and recorded in the minutes?						
4) Was notice given of the time, date and place of the closed meeting or vote and the reason for holding it by reference to the specific exception						

allowed by RSMo, Section 610.021? (Notice of a closed meeting does not require a tentative agenda.)						
5) Was the meeting or vote closed only to the extent necessary for the specific reason announced to justify the closed meeting or vote, i.e. any business shall not be discussed in a closed meeting, record or vote which does not directly relate to the specific reason announced to close the meeting or vote?						
6) Was only an existing portion of the meeting facility closed necessary to house the members of the public governmental body in the closed session, allowing members of the public to remain to attend any subsequent open session held by the public governmental body following the closed session?						
7) Were any closed minutes, vote or record made public within the time specified for certain requirements as specified in RSMo, Sec. 610.021?						
8) For any vote taken during a closed meeting, was the vote taken by roll call, attributing each "yea" and "nay" vote, or abstinence if not voting, to the name of the individual member of the public governmental body? (RSMo Sec. 610.015)						
<b>MINUTES: (RSMo Section 610.020.7 and Operations Manual Chapter VI "Board Meetings)</b>						
1) Were minutes of the meeting taken and retained by the public governmental body?						
2) Do the minutes include the date of the meeting?						
3) Do the minutes include the time of the meeting?						
4) Do the minutes include the place the meeting occurred?						
5) Do the minutes include the members present?						
6) Do the minutes include the members absent?						
7) Do the minutes include a record of any votes taken?						
8) When a roll call vote is taken, do the minutes attribute each "yea" and "nay" vote or abstinence if not voting to the name of the individual member of the public governmental body?						
<b>The Missouri Sunshine Law does not require that the following items be included in minutes of meetings, but they are suggested for proper documentation of the discussion and actions of the board of supervisors in the Operations Manual Chapter VI "Board Meetings."</b>						
Type of meeting (regular or special).						

Name of others present and organizations they represent.						
Name of presiding officer.						
Approval of minutes of previous meeting.						
Minutes signed by secretary and validated by chairman.						
Treasurer's report: a) Time period covered. b) Balances. c) Listing of income received. d) Listing of disbursements. e) Approval of the treasurer's report.						
Appointments to committees, delegates, etc.						
Motions, including: a) The name of the maker, seconder, debate (optional), amendments to motion (name of maker, seconder, outcome of vote), motion passed or defeated. b) The motion written in full. c) The votes cast, both yea and nay.						
Condensed reports (If entire report is desired, include it as an exhibit.): a) Committee reports. b) District employees' reports. c) NRCS report. d) Cooperative Extension Service report.						
Discussion of old business.						
Discussion of new business.						
Review and approval of conservation plans.						
Approval/denial of cost-share (include landowner, practice, amount approved, and application/claim number).						
Approval of uncommon expenditures prior to expense, such as large ticket items, equipment purchases and training.						
Acceptance of new cooperators.						
Correspondence (DNR-Soil and Water Conservation Program correspondence should be noted in the minutes.)						
Plans for next meeting.						
Adjournment (state time of day).						
Signed minutes and attachments were scanned and e-mailed to the DNR-Soil and Water Conservation Program and district coordinator.						