

### Executive Director Responsibilities

#### 5.6 – Open Access to Government

Date Adopted: August 8, 2013

Date Amended: November 14, 2013; October 12, 2017

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#### Policy

The Board of Trustees conforms to and supports all laws, policies and rules providing citizen access to government. Open access includes 1) maintaining records for public accessibility; and 2) conducting all Board business in open meetings except for matters appropriate for executive sessions of the Board.

#### Statutory/Legal Provisions

- [1 M.R.S. ch. 13](#) (Freedom of Access Act)
- [5 M.R.S. § 17057](#)

#### Implementation

The Executive Director shall:

- Maintain all records of the Board of Trustees and the organization in a manner to comply with the Freedom of Access Act;
- Provide public notice for all Board of Trustee meetings;
- Prepare agendas with all Board of Trustee meeting deliberations and discussion in open meetings for which the public has been notified;
- Inform and train trustees in open public meeting laws and requirements; and
- Support the laws and the spirit of the laws in all Board of Trustee and staff interactions.