

ATTACHMENT G

ARTICLE IV

Meetings

- 4.1 All regular meetings and special meetings of the Commission shall be open public meetings.
- 4.2 Regular Meetings of the Commission shall be held quarterly at the principal office of the Commission or at such other places as agreed to by the Commission, during the second Thursday of each month. Should the regular meeting fall on a holiday, it will be scheduled for the following Thursday.
- 4.3 Special Meetings of the Commission may be called by the Chairman, Vice-Chairman or any two members of the Executive Board at such time and place and for such purposes as the said officers shall designate. The business of any special meeting shall be limited to the stated purposes of that meeting.
- 4.4 Written notice of regular and special meetings of the Commission shall be given to each member and to the Missouri Office of Administration by the secretary at least three (3) days prior to the date of that meeting. The notice shall include a copy of the agenda for the meeting. Notice may be waived in writing by a member and attendance at the meeting shall constitute waiver of notice unless a member files with the secretary a written statement and he/she is attending specifically for the purpose of protesting the holding of the meeting and notice given. By unanimous consent of all members of the Commission, the requirement shall be accepted. A notice shall be deemed to be duly given when mailed, by ordinary mail, postage prepaid, to each member of the Commission at his/her last known address as appears on the records of the Commission. In addition, meeting notices and agendas shall be posted at the offices of the Ozark Foothills Regional Planning Commission and on the Commission's website at least 24 hours in advance of the meeting.
- 4.5 Each member of the Commission, including the Chairman, shall have one vote on all matters voted upon. Proxy voting shall not be permitted.
- 4.6 Those present at a meeting shall constitute a quorum. No business shall be voted upon at a meeting that is not on the agenda. Every decision of a majority of the members present at any meeting shall be valid as the final act of the Commission.
- 4.7 The minutes of Commission and Executive Committee meetings shall be prepared by the Commission Secretary or assistant secretary. Minutes of Commission meeting shall be distributed to the Commission members prior to the next regular meeting. A copy of the minutes of each meeting shall be sent to the Missouri Office of Administration for information purposes. Executive Committee meeting minutes will be placed in the appropriate document container. These minutes will be maintained by the Executive Director. Release of any Commission organizational document or record will only be

made after written request. Release of the document or record requested will be made within three (3) business days of receipt of the request. A charge of ten cents (\$.10) per page or copy will be charged to the person(s) requested the document or record. The minutes of each meeting and any corrections thereof, duly adopted, shall be signed by the presiding officer and the Commission Secretary.