



**Utah State Library Board  
LSTA Advisory Council  
Library for the Blind & Disabled Consumer Advisory Committee**

**PROCEDURES FOR MEETING MINUTES  
ADOPTED MARCH 25, 2009**

Approval of Minutes:

Written and recorded minutes shall be kept of all open meetings. Minutes shall be read by members prior to the next scheduled meeting, including electronic meetings. At the beginning of the meeting, at the direction of the chair, minutes shall be amended and/or approved with individual votes recorded in the minutes. The minutes will be then marked as “Approved.”

Publication of Minutes:

- The recording of the meeting shall be made available to public with 3 business days.
- Written minutes from open meetings will be made available within 15 business days.
- When minutes are complete but waiting for official approval they are public record and must be marked as “Unapproved.”
- When the minutes are “approved” they will be so noted in the printed and online versions.