



## KLCS OPEN MEETINGS POLICY

Pursuant to the Communications Act of 1934, as amended (47 U.S.C. § 396(k)(4)), KLCS maintains the following policy regarding open meetings:

All meetings of KLCS' governing body, the Board of Education of the Los Angeles Unified School District (LAUSD), and committees thereof are open to the public.

All persons are allowed to attend any open meeting of the Board of Education or committees thereof without requiring, as a condition of attendance, that the person register or provide such person's name or any other information, except as would be reasonably required to maintain a safe meeting environment.

If a meeting is closed pursuant to the exceptions recognized by law, the Board of Education will make available to the public, within a reasonable period of time after the closed meeting, a written statement containing an explanation of the reason(s) for closing the meeting.

LAUSD may conduct meetings of the Board of Education, its committees, or advisory groups that are not open to the public as long as they deal with matters considered to be exceptions to the open meeting requirement.

### **Reasonable Notice:**

KLCS will give reasonable notice to the public of the fact, time and place of an open meeting at least one week (7 days) in advance of the scheduled date of an open meeting. Information regarding the date, time, and place, or information on where an individual can call to find the date, time and place, of the meeting will be posted on the Board of Education's website at [laschoolboard.org](http://laschoolboard.org). Information regarding the meeting will also be issued by the Station's Senior Financial Analyst to the Multicast Services Coordinator to manage the on-air announcements. An example of this notice is as follows:

*"The Board of Education of the Los Angeles Unified School District will hold its regularly scheduled weekly meeting this Tuesday at 1:00pm, at the Los Angeles Unified School District Board Room in Los Angeles, CA. This meeting is open to the public. For further information, please contact the Board of Education at 213-241-6389, or go to [laschoolboard.org](http://laschoolboard.org)."*

The Board of Education will also communicate by letter, e-mail, fax, phone, or in person to any individuals who have specifically requested to be notified of a particular meeting, or all meetings held by the Board of Education that are open to the public.

KLCS will make on-air announcements on at least three consecutive days once during each calendar quarter that explain the station's open meeting policy and provide specifics about how

the public can obtain information regarding specific dates, times, and locations of meetings. This will be done at the beginning of each fiscal year, with a written work order from the General Manager to the On-Air Promotions Producer to produce a spot for air containing information as to where an individual can obtain details on all LAUSD Board of Education open meetings, in accordance with the Communications Act of 1934, as amended. This work order will contain specific dates and times for this spot to be aired on KLCS. When the spot has been completed, it will be sent to the Multicast Services Coordinator for scheduling in accordance with the station work order. In addition, the production spot will be saved onto a DVD and stored in a file in the office of the Senior Financial Analyst. All documented airings of this production will be saved in KLCS' station broadcast logs for up to eight years, in accordance with Federal Communications Commission regulations.

### **Closed Meetings:**

If a session is closed to the public, a written statement containing an explanation of the reason(s) for closing the meeting will be available on the Board of Education website, and will be distributed in the same manner as the notice of the open meeting. This notice will be placed on the Board of Education website, sent by email, mail, fax, or telephone to anyone requesting notification by those delivery methods, and announced on air within a reasonable time following the closed session. The notice will also be made available at the station for any individual calling the station, or physically coming in to the station. An example of such notice is shown below:

*"The Board of Education of the Los Angeles Unified School District held its regularly scheduled weekly meeting at 1:00m on July 11, xxxx, at the Los Angeles Unified School District Board Room in Los Angeles, CA. This meeting went into closed session to discuss confidential personnel matters."*

When a regularly scheduled meeting that is open to the public has been determined to be a closed meeting for reasons allowed in the Certification Requirements for Station Grant Recipients, a written notice will be available at the meeting and distributed to the public prior to the start of the meeting. This notice will also be disseminated in the same manner as the notice of an open meeting.

Certification of KLCS' continued compliance with the open meetings requirement is completed each year as part of the Certification of Eligibility included in the Integrated Station Information System (ISIS). This certification is executed by the General Manager of KLCS and the President of the Board of Education of the LAUSD.