

## PART 1600—GENERAL INFORMATION

### MEETINGS OF THE BOARD OF DIRECTORS OF THE RURAL TELEPHONE BANK

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AUTHORITY: 7 U.S.C. 941 *et seq.*; Pub. L. 103-354, 108 Stat. 3178 (7 U.S.C. 6941 *et seq.*).

SOURCE: 56 FR 49134, Sept. 27, 1991, unless otherwise noted.

### MEETINGS OF THE BOARD OF DIRECTORS OF THE RURAL TELEPHONE BANK

#### § 1600.1 General.

The purpose of this part is to effectuate the provisions of the Government in the Sunshine Act. This part applies to the deliberations of a quorum of the Directors of the Bank required to take action on behalf of the Bank where such deliberations determine or result in the joint conduct or disposition of official Bank business. Any deliberation to which this part applies is hereinafter in this part referred to as a meeting of the Board of Directors.

#### § 1600.2 Definitions.

As used in this part:

*Board* means Board of Directors of the Rural Telephone Bank (Bank).

*Director* means an individual who is a member of the Board.

*Legal Counsel* means the legal counsel of the Bank.

*Meeting* means the deliberations (including those conducted by conference telephone call or by any other method) among a quorum of the Directors, where such deliberations determine or result in joint conduct of official business of the Board. For purposes of this part, each item on the agenda of a meeting is considered a meeting or a portion of a meeting. To the extent that the discussions do not result in the beginning of deliberations or achieve a consensus on a matter of offi-

cial agency business or effectively predetermine official actions, the term *Meeting* does not include:

(1) Deliberations to determine whether a meeting or portions of a meeting will be open or closed or whether information pertaining to closed meetings will be disclosed;

(2) Calling a meeting at a date earlier than announced as provided in §1600.5;

(3) Changing the subject matter of a publicly announced meeting as provided in §1600.5;

(4) Disposition of Board business by circulation of materials to individual Board members;

(5) Staff briefings of Board members;

(6) Informal background discussions among Board members and staff which clarify issues and expose varying views; or

(7) Sessions with individuals from outside the Bank where Board members listen to a presentation and may elicit additional information.

*Open to public observation* means the right of any member of the public to attend and observe, but not participate or interfere in any way in an open meeting of the Board.

#### § 1600.3 Open meetings.

(a) Except as provided for in §1600.6 every portion of every meeting of the Board shall be open to public observation. Observation does not include participation or disruptive conduct by observers, and persons engaging in such conduct will be removed from the meeting. Documents being considered at meetings of the Board may be obtained subject to the exemptions set forth in §1600.8.

(b) Board members shall not jointly conduct or dispose of official Board business other than in accordance with this part.

(c) The Secretary of the Board shall be responsible for assuring that ample space, sufficient visibility, and adequate acoustics are provided for public observation of meetings of the Board.

#### § 1600.4 Scheduling of meetings.

A decision to hold a meeting of the Board should be made as provided in the bylaws of the Bank and at least ten days prior to the scheduled meeting date in order for the Secretary of the