

**SACUA**  
**Standard Operating Procedure**  
**Open Meetings**

- **Open Meetings.** Generally, all SACUA meetings shall be in open session, with the press permitted to attend, for the entirety of the meeting. The SACUA Chair may decide in advance that a subject for discussion is sufficiently sensitive as to require an executive session.
- **Recordings.** No audio or video recordings will be permitted except by the press, which may use recording devices for purposes of transcription only. These audio recordings are not to be made available to the public.
- **Motion for Executive Session.** Upon the motion of any SACUA member, SACUA may resolve to hold a meeting or meeting segment in executive session, without the press present. Such a motion may be made during the ordinary course of discussion. Such a motion may also be made in anticipation of a future SACUA meeting or meeting segment.
- **Invited Guests.** With some exceptions SACUA meetings shall generally be held in open session. Invited guests shall be asked whether they have any concerns about attending in open session. If the invited guests do have concerns and the SACUA Chair determines that those concerns are reasonable, then SACUA shall meet with the invited guests in executive session. However, the regularly scheduled meetings with the President and the Provost are to be held in executive session, as the subjects of discussion are not known at the time of scheduling and may deal with sensitive issues.
- **Audience.** Anyone may attend any meeting of SACUA while it is in open session. The Faculty Senate Office shall post on the Faculty Senate website information supporting attendance in person or virtually. However, only SACUA members, University Senate officers, Faculty Senate Office staff, and invited SACUA guests may speak in a SACUA meeting. Any audience member who disrupts a SACUA meeting may be dismissed from the meeting.

Approved by SACUA on March 9, 2026