

## Open Meeting Information

Welcome to the Idaho State Tax Commission's Open Meeting.

Idaho State Tax Commission Open Meetings are formal public meetings that can include the following information:

- Administrative reports and program updates
- Agency policy changes or discussion
- Business unit process or program changes that impact the public
- Certificates of service, agency or employee awards
- Financial or statistical data relating to our core business

### Visitors

- Please sign in at the table near the door. This provides names of guests for the minutes, and is helpful in providing follow-up information when needed.
- You may sit in any of the chairs in the back near the sign-in table. Chairs at the other tables are reserved for agency program managers and are marked with their name cards for easy identification.
- Please reserve your comments until the Chairman asks for them during the public comment section on the agenda. When you make your comments, you may stand at your seat or speak from the podium. You can also turn in a comment or question to the secretary on one of the yellow comment cards provided on the table.
- A recess may be called at the conclusion of the public session portion of the open meeting and guests may be asked to leave. Then the commissioners would reconvene with their legal counsel in an executive session under Idaho Code section 74-206(1)(f) to discuss the current status of litigation to which the Commission is a party, in addition to discussing matters which are exempt pursuant to Idaho Code section 74-206(1)(b).
- Visitors are welcome to take any agendas or handouts available on the table. Future open meeting agendas and adopted minutes from previous meetings are available on the Tax Commission's Website at **tax.idaho.gov** under "Governance".

Thank you for your interest and participation in the Tax Commission's open meeting.

If you have any questions about the open meeting process, please contact the commissioners' executive administrative assistant at (208) 334-7500.