1.1 General.

The provisions of this regulation are in implementation of “Open Meetings Law” of the “Colorado Sunshine Act of 1972,” designated as 24-6-401 et seq., C.R.S. 1973, as amended.

1.2 Statutory References:

C.R.S. 1973, 8-I-107(l)(d) and 24-6-401 et seq.

1.3 Public Meetings.

All public meetings of the Commission will be open to the public at all times. Public meetings are not hearings and the public is invited to attend such meetings for the purpose of observing the transaction of the public business.

1.4 Time of Meeting.

Public meetings of the Industrial Commission will be held on the first and third Wednesdays of each month, beginning at 10:00 a.m., and continuing until adjourned by the presiding Commissioner. When the Chairman, or a majority of the Commission determines that, in the public interest, due and timely execution of the functions and duties of the Commission imperatively and unavoidably so requires, an emergency public meeting may be scheduled for any other day of the week, beginning at such time as the Chairman, or a majority of the Commission may designate. The presiding Commissioner may declare recesses or continuances which shall be publicly announced, and shall publicly announce the time at which the public meeting will be reopened. In the event of a legal holiday falling upon a usual Wednesday meeting day, the public meeting of the Commission will be held upon the day following.

1.5 Notice.

1.5.1 All persons interested in the business of the Industrial Commission are hereby notified that at each public meeting of the Commission any matter properly pending before the Commission may be brought up by any Commissioner for discussion and/or formal action subject to availability of time. The agenda of each public meeting shall be posted in a prominent place in the office of the Commission.

1.5.2 In the event that an emergency public meeting of the Commission is scheduled by the Chairman, or a majority of the Commission, actual notice thereof shall be given to each Commissioner present in the offices of the Commission by the Executive Secretary. In the event a Commissioner is not present in the offices of the Commission, the Executive Secretary of the Commission shall notify, or attempt to notify said Commissioner by the most expeditious means at such place as said Commissioner has designated as the place where he may be reached by the Executive Secretary for the purpose of notification of emergency meetings. The minutes of an emergency meeting shall set forth, either in the body thereof, or by an appendix thereto, the method by which notice, or attempted notice, was given to each Commissioner.

1.5.3 Publication of this Notice and the posting or the giving of notices as to specific matters as required herein shall constitute the full and timely notice to the public required by C.R.S. 1973, 24-6-402 (2), as amended.

1.6 Agenda.

The order of business at each regularly scheduled public meeting of the Commission shall be in accordance with an agenda determined by the presiding Commissioner in consultation with the other

Commissioners and posted at least 24 hours in advance of the meeting at the offices of the Commission. The agenda shall be available to the public at the time the agenda is posted.

1.7 Cancellation.

When there is no business to be discussed or formal action to be taken at a regularly scheduled meeting, the meeting may be cancelled by posting a notice of cancellation at the offices of the Commission no later than the close of business the day before the scheduled meeting.

1.8 Minutes.

The Executive Secretary of the Commission shall promptly have prepared minutes of all public meetings of the Commission and such minutes shall be open to public inspection during normal office hours.

1.9 Place of Public Meetings.

Public meetings of the Commission will be held in the offices of the Commission at Denver, Colorado, or at such other places in the state as may be designated in the preposted agenda, or at such other places in the state, as the Commission may designate.

1.10 Effective Date.

This notice shall be effective September 1, 1981, and continuing thereafter.