

SENATE FILE NO. SF0017

Governmental publication requirements.

Sponsored by: Joint Corporations, Elections & Political
Subdivisions Interim Committee

A BILL

for

1 AN ACT relating to governmental publication requirements;
2 amending publication and online posting requirements for
3 governmental entities; and providing for an effective date.

4

5 *Be It Enacted by the Legislature of the State of Wyoming:*

6

7 **Section 1.** W.S. 15-1-110(a), (b)(intro) and (i),
8 18-3-516(a), (b)(intro), (i) and (f) and 21-3-110(a)(ii)
9 and (xvi)(A) are amended to read:

10

11 **15-1-110. Minutes of meetings and titles of**
12 **ordinances passed to be posted; contents; posting of salary**
13 **information of specified officials and employees.**

14

1 (a) The governing body of any city or town shall
2 designate a legal newspaper and, ~~publish once therein~~
3 within twelve (12) days after any regular or special
4 meeting of the governing body of the city or town, post and
5 maintain on its official website the minutes of all regular
6 and special meetings of the governing body and the titles
7 of all ordinances passed. If ~~a newspaper is not published~~
8 ~~in~~ the city or town does not have an official website the
9 proceedings or ordinances shall be posted for at least ten
10 (10) days in the city or town clerk's office and in such
11 other places as the governing body determines. The clerk of
12 each city or town shall within twelve (12) days after
13 adjournment of every meeting, furnish the newspaper a copy
14 of the proceedings of the meeting. Except for salaries and
15 wages published under subsection (b) of this section, the
16 ~~copy post~~ shall include any bill presented to the governing
17 body stating the amount of the bill, the amount allowed,
18 the purpose of the bill and the claimant. Claims for
19 part-time employees may be summarized by department without
20 listing each part-time employee. ~~The newspaper shall~~
21 ~~publish the copy of proceedings within nine (9) days after~~
22 ~~receipt.~~

23

1 (b) A city or town required to ~~publish~~post minutes
2 to its official website under subsection (a) of this
3 section shall separately ~~publish~~post on its official
4 website:

5
6 (i) Within sixty (60) days after the end of each
7 fiscal year, the name, position, base annual salary of and
8 amount of overtime pay paid to each full-time employee and
9 each elected official. A brief statement shall accompany
10 the salary ~~publication~~post specifying that all salaries
11 are listed as base annual salaries or actual wages, not
12 including any benefits such as health insurance costs, life
13 insurance benefits and pension plans. The statement shall
14 also indicate that any overtime the employee earned and was
15 paid by the city or town is included. The city or town
16 shall maintain this information on its official website;

17

18 **18-3-516. Posting of proceedings; posting of salary**
19 **information of certain officials and employees.**

20

21 (a) Each board of county commissioners shall post a
22 comprehensive summary of the entire proceedings of all
23 regular and special meetings held by the board on the

1 county's official website in the manner provided in this
2 subsection. ~~(f) of this section and publish the~~
3 ~~comprehensive summary of the entire proceedings of all~~
4 ~~regular and special meetings held by them one (1) time in~~
5 ~~the county's designated official newspaper.~~ The county
6 clerk of each county shall within twelve (12) working days
7 after adjournment of every meeting for which the next
8 scheduled meeting will be called to order in two (2) weeks
9 time or less, or within eighteen (18) working days after
10 adjournment of every meeting for which the next scheduled
11 meeting will be called to order in more than two (2) weeks
12 time, furnish the ~~paper~~ county's official newspaper with a
13 copy of the proceedings and post and maintain on the
14 county's official website a comprehensive summary of the
15 proceedings. Except for salaries and wages published under
16 subsection (b) of this section, the ~~copy post~~ shall include
17 any bill presented to the board stating the amount of the
18 bill, the amount allowed, the purpose of the bill and the
19 claimant. Claims for part-time employees may be summarized
20 by department without listing each part-time employee. ~~The~~
21 ~~newspaper shall publish the copy of proceedings within nine~~
22 ~~(9) days after receipt.~~ The board shall post on its
23 official website, and if practicable publish in the

1 county's designated official newspaper, notice of the time
2 of all regular and special meetings.

3

4 (b) Each board of county commissioners shall post on
5 the county's official website: ~~in the manner provided in~~
6 ~~subsection (f) of this section and publish separate from~~
7 ~~the minutes of the proceedings:~~

8

9 (i) Within sixty (60) days after the end of each
10 fiscal year, the name, position, base annual salary of and
11 amount of overtime pay paid to each full-time employee and
12 each elected official. A brief statement shall accompany
13 the salary ~~publication~~ post specifying that all salaries
14 are listed as base annual salaries or actual wages, not
15 including any benefits such as health insurance costs, life
16 insurance benefits and pension plans. The statement shall
17 also indicate that any overtime that the employee earned
18 and was paid by the county is included. The county shall
19 maintain this information on its official website.

20

21 (f) For all publications required by statute to be
22 posted on a county's official website, except as provided
23 in subsections (a) and (b) of this section, the publication

1 shall be posted at times required for publication in a
2 designated official newspaper. ~~Until June 30, 2016, In~~
3 ~~addition, each~~ board of county commissioners shall cause to
4 be published in the designated official newspaper once per
5 ~~month, no less than twelve (12) times per year,~~ a general
6 public notice pertaining to access to county information.
7 ~~After June 30, 2016, this general public notice shall be~~
8 ~~published at least once per year.~~

9

10 **21-3-110. Duties of boards of trustees.**

11

12 (a) The board of trustees in each school district
13 shall:

14

15 (ii) Keep minutes of all meetings at which
16 official action is taken and a record of all official acts
17 including a record of all warrants issued against the
18 monies belonging to the school district. The minutes and
19 records shall be public records. A list of each warrant
20 over five hundred dollars (\$500.00) shall be ~~published one~~
21 ~~(1) time in a legal newspaper of general circulation within~~
22 ~~the respective county~~ posted on the school district's
23 official website within thirty (30) days of the date of the

1 meeting and maintained on the school district's official
2 website. Individual yearly gross salary payments ~~need~~shall
3 be ~~published~~posted only once in March of each year as
4 follows:

5
6 (A) Each individual annual gross salary
7 shall be identified by category and each individual salary
8 shall be ~~published~~posted as a gross dollar amount without
9 identification other than by category. Categories shall
10 include superintendent, assistant superintendent, high
11 school principal, assistant high school principal, junior
12 high principal, junior high assistant principals,
13 elementary principals, elementary assistant principals,
14 first grade teachers, second grade teachers, third grade
15 teachers, fourth grade teachers, fifth grade teachers,
16 sixth grade teachers, kindergarten teachers, high school
17 departmental teachers (business, language arts, foreign
18 languages, science, social studies, mathematics, or other),
19 vocal music, instrumental music, elementary music,
20 secondary art, elementary art, secondary physical
21 education, elementary physical education, vocational
22 education, secondary guidance counselors, secondary
23 librarians, elementary librarians, driver education,

1 special education teachers, remedial teachers, nurses,
2 teacher's aides, head coaches, assistant coaches,
3 dramatics, secondary secretarial, junior high secretarial,
4 elementary secretarial, business managers, janitorial, bus
5 drivers, and other categories which may be selected so that
6 every individual salary may be categorized. Each category
7 shall show a cumulative subtotal and there shall be a grand
8 total of all categories. At the end of the salary
9 ~~publication-post~~ there shall be printed the district salary
10 schedule. The school district shall maintain this
11 information on its official website;
12

13 (B) Forms shall be furnished to the school
14 districts by the state department of education for such
15 ~~publications-posts~~, which shall be the same in all unified
16 districts.

17
18 (xvi)(A) ~~Publish the following notice in a~~
19 ~~newspaper of general circulation in~~ Conspicuously post on
20 the official website of the school district at least two
21 (2) times each year, once within a week after the first
22 regular meeting in December and once as a part of the
23 statement of revenue and expenditures of the district:

1

2 Notice of School Board Meetings and Availability of Minutes

3

4 Notice is hereby given that regular meetings of the board
 5 of trustees of County School District Number,
 6 State of Wyoming, are held each month, at o'clock on
 7 (here insert days or dates) in Room of the
 8 school building in (city or town), Wyoming, and such
 9 meetings are open to the public.

10

11 Notice is also given that official minutes of each regular
 12 or special meeting of such board, including a record of all
 13 official acts and of all warrants issued, are available for
 14 inspection by any citizen during regular office hours at
 15 the office of the clerk of said district, at (here
 16 insert address of office).

17

18

19

20 Chairman, Board of Trustees

21

22 County School

23

1 District, Number

2

3 **Section 2.** This act is effective July 1, 2021.

4

5 (END)