

**21.3 Meetings of governmental bodies.**

Meetings of governmental bodies shall be preceded by public notice as provided in [section 21.4](#) and shall be held in open session unless closed sessions are expressly permitted by law. Except as provided in [section 21.5](#), all actions and discussions at meetings of governmental bodies, whether formal or informal, shall be conducted and executed in open session.

Each governmental body shall keep minutes of all its meetings showing the date, time and place, the members present, and the action taken at each meeting. The minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present. The vote of each member present shall be made public at the open session. The minutes shall be public records open to public inspection.

[C71, 73, 75, 77, §28A.1, 28A.5; C79, 81, §28A.3]

C85, §21.3

[93 Acts, ch 25, §2](#)

Referred to in [§372.13](#)