

Chem. Safety and Hazard Invest. Board

§ 1603.3

after the order becomes public. This notice will be mailed to the individual's last known address and will contain a copy of the order and a description of the information disclosed.

(b) *Emergency disclosures.* Upon disclosing a record pertaining to an individual made under compelling circumstances affecting health or safety, the CSB will notify that individual of the disclosure. This notice will be mailed to the individual's last known address and will state the nature of the information disclosed; the person, organization, or agency to which it was disclosed; the date of disclosure; and the compelling circumstances justifying the disclosure.

PART 1603—RULES IMPLEMENTING THE GOVERNMENT IN THE SUNSHINE ACT

Sec.

- 1603.1 Applicability.
- 1603.2 Policy.
- 1603.3 Definitions.
- 1603.4 Open meetings requirement.
- 1603.5 Assurance of compliance.
- 1603.6 Business requiring a meeting.
- 1603.7 Grounds on which meetings may be closed or information may be withheld.
- 1603.8 Procedures for closing meetings, or withholding information, and requests by affected persons to close a meeting.
- 1603.9 Procedures for public announcement of meetings.
- 1603.10 Changes following public announcement.
- 1603.11 Transcripts, recordings, or minutes of closed meetings.
- 1603.12 Availability of transcripts, recordings, and minutes, and applicable fees.
- 1603.13 Report to Congress.
- 1603.14 Severability.

AUTHORITY: 5 U.S.C. 552b; 42 U.S.C. 7412(r)(6)(N).

SOURCE: 67 FR 35445, May 20, 2002, unless otherwise noted.

§ 1603.1 Applicability.

(a) This part implements the provisions of the Government in the Sunshine Act, 5 U.S.C. 552b. These procedures apply to meetings, as defined herein, of the Members of the Chemical Safety and Hazard Investigation Board ("CSB" or "Board").

(b) This part does not affect the procedures by which CSB records are made available to the public, which continue

to be governed by part 1601 of this chapter pursuant to the Freedom of Information Act, 5 U.S.C. 552, except that the exemptions set forth in §1603.7 shall govern in the case of any requests made for the transcripts, recordings, and minutes described in §1603.11.

§ 1603.2 Policy.

It is the policy of the CSB to provide the public with the fullest practicable information regarding the decision-making processes of the Board, while protecting the rights of individuals and the ability of the Board to discharge its statutory functions and responsibilities. The public is invited to attend but not to participate in open meetings. For any open meeting, the Board, by majority vote, may decide to allow for a public comment period immediately following the close of that meeting.

§ 1603.3 Definitions.

As used in this part:

(a) *Days* means calendar days, except where noted otherwise.

(b) *General Counsel* means the Board's principal legal officer, or a CSB attorney serving as Acting General Counsel.

(c) *Meeting* means the deliberations of at least a quorum of Members where such deliberations determine or result in the joint conduct or disposition of official CSB business, and includes conference telephone calls or other exchanges otherwise coming within the definition. A meeting does not include:

(1) Notation voting or similar consideration of business, whether by circulation of material to the Members individually in writing or by a polling of the Members individually by telephone.

(2) Action by at least a quorum of Members to:

(i) Open or to close a meeting or to release or to withhold information pursuant to §1603.7;

(ii) Set an agenda for a proposed meeting(s);

(iii) Call a meeting on less than seven days' notice as permitted by §1603.9(b); or

(iv) Change the subject matter or the determination to open or to close a publicly announced meeting under §1603.10(b).