

Open Meetings Act - Highlights

You must comply if you receive public funds without providing an itemized invoice of services. This is a summary, not by an attorney, so please refer to the Open Meetings Act for official information.

Meetings

- **Regularly Scheduled Meetings** - All meetings for the year must be scheduled, with written notice of the date, time and place, filed with the proper record-keeping official by December 15 of the preceding year. If there are any changes, written notice must be filed more than 10 days before the change.
- **Special Meetings** - a meeting that was not regularly scheduled, and not an emergency, with notice given at least 48 hours before.
- **Emergency Meetings** - any meeting to deal with injury or substantial financial loss, must give only the advance public notice that is reasonable under the circumstances.
- **Continued or Reconvened Meetings** - to finish a previous meeting, notice must be announced at the original meeting

Agendas

- Must be posted in public view at least 24 hours (weekends and holidays don't count) before meeting
- Must be posted at the location of the organization, or location of the meeting if the organization has no address.
- Must contain the type of meeting, date, time, location and items to be considered that a common person without expertise would be able to understand
- Must be at times and places convenient and accessible to the public
- Must be available on your website

Minutes

- Must be taken and made available to the public.
- Must contain the members present and absent, matters considered and actions taken.
- Each vote must be recorded individually (who voted for or against) but you can say "motion passed 5-0" or "motion passed unanimously" since people can see who voted yes by reading the attendance

Misc

- **Executive Sessions** - inaccessible to the public, must vote at meeting to go into executive session, must happen only under certain conditions, such as discussion of salaried employees, purchase or appraisal of real property, confidential communication with attorney, terrorism or handicapped child
- **New Business** - should be reserved for matters that the public body did not know about or could not have known about until less than 24 hours before the regularly scheduled meeting.
- Don't hold informal gatherings of a majority of board members - don't reply all in e-mails
- Votes may not be submitted by mail, delegated, by proxy or signed individually outside of the meeting