

General Guidelines for the Open Meetings Act

Key Definitions:

Public Body – any governing body, including a board, commission, committee, subcommittee, authority or council which is empowered by state constitution, statute, charter, ordinance, resolution or rule to exercise governmental or proprietary authority or perform a government or proprietary function.

Meeting – the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision. A quorum is a simple majority of the members unless specifically stated by charter, by-laws, public act, etc.

Regular meeting is when the meetings are scheduled for a routine time and date (i.e. DDA meetings are the fourth Thursday of each month).

- Notice must be posted within 10 days of the first meeting in each calendar year.
- Notice must state the dates, times and places of the meeting.
- If there is a complete change in schedule (not just one meeting rescheduled) a notice must be posted within 3 days of the meeting at which the change was made stating the new dates, times and places of the regular meeting. Notice must be posted not less than 18 hours before the rescheduled meeting time.

Special or Irregular meetings

- Post notice not less than 18 hours before the meeting.
- Notice must include date, time and place.
- Notice must include the purpose of the meeting.
- No discussion, deliberation or voting shall occur on any subject not included in the posted notice.

Minutes of a Meeting must be kept for all meetings and are required to contain:

- The time, date and place of the meeting.
- The members present as well as absent.
- A record or any decisions made and a record of all roll call votes.

All official minutes (approved) shall be kept in the Clerk's office unless otherwise designated by the Clerk.

Other rules about minutes:

- Proposed minutes must be available for public inspection within 8 business days after a meeting.
- Corrections to minutes must be made no later than the next meeting.
- Approved minutes must be available within 5 business days after the meeting at which they are approved.

Meeting Accessibility or Accommodations:

Although the Open Meeting Act does not address where meetings must be held (thinking along the lines of ADA accessibility), our legal counsel has advised that all meeting notices should include the following information:

“If you have a disability that may require particular accommodations for attendance at this meeting, please contact _____ at _____, so that any necessary accommodations can be made to assure your comfortable participation and attendance.”