

# Open Meetings Act\*

## Compliance Checklist

D.C. Official Code § 2-571 *et seq.*, and 3 DCMR § 10400 *et seq.*

1. Is this an emergency meeting? (*Skip to Question #10*)

### Public Notice Requirements (D.C. Official Code § 2-576)

2. Was the public meeting notice posted at least 48 hours or 2 business days, whichever is greater, before the meeting on:<sup>1</sup>
  - a. The public body's website? or
  - b. The Office of Open Government's Central Meeting Calendar?
3. Was the public meeting notice timely published in the DC Register?
4. Does the public meeting notice contain the name of the public body and state the time, location, and date of the meeting?
5. Does the public meeting notice include a draft meeting agenda?
6. Do all agendas include this statement at the end? "[T]his meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov)."
7. Is there a portion of the meeting closed to the public?
8. If a portion of your meeting is closed, does the meeting agenda include a "statement of intent to close," citation to the reason for closure under D.C. Official Code § 2-575(b), and a description of the matters to be discussed? (*Move to Question #15*)
9. Have arrangements been made for the public to attend the meeting?
  - a. Does the public meeting notice have a working link or login access information?
  - b. Does the public meeting notice have a working dial-in telephone number?

### Emergency Meeting Procedures (D.C. Official Code § 2-577(d))

10. Was notice given to the public at the same time notice was given to the public body members?
11. Did the chairperson open the meeting with a statement explaining the subject of the meeting, the nature of the emergency, and how public notice was provided? (*Move to Question #4*)

### Electronic Meeting Procedures (D.C. Official Code § 2-577)

12. Is the meeting being recorded?
13. Was a roll call taken and quorum established before conducting any official business?
14. Are all votes taken by roll call?

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<sup>1</sup> If the meeting is cancelled, please post notice of the cancellation as early as possible but no later than 48 hours or 2 business days prior. Local School Advisory Teams or LSATs may also publish on the OOG's Central Meeting Calendar in lieu of publishing in the D.C. Register.

**\*This checklist is designed for general use as well as for use at open meetings of public bodies. (See D.C. Official Code 2-571 *et seq.*) This checklist gives general guidance, does not guarantee "compliance" with every provision of the Open Meetings Act, and will be revised occasionally. If you have any questions, please contact the Office of Open Government at 202-481-3411 or email us at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov).**

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### Closed Meeting Procedures (D.C. Official Code § 2-576(5))

15. If there is a closed portion of the meeting, was a motion approved by a majority of members present to enter the closed meeting?
16. During the closed portion of the meeting, was there any official business taken and voted on?
17. When appropriate, was the official business reported to the public when the public body returned to the open session?

### Meeting Recording Requirements (D.C. Official Code § 2-578)

18. Is the meeting being recorded electronically?
19. If the meeting is not being recorded electronically, is the public body taking detailed meeting minutes, or is the meeting being transcribed?
20. Is the meeting recording, detailed meeting minutes, or meeting transcript being preserved for 5 years?
21. Has the full meeting record<sup>2</sup> been published to the public body's website as soon as practicable but no later than 7 business days after the meeting?
22. If the meeting was not recorded electronically, did the public body published "draft" meeting minutes within 3 business days of the meeting with a notation at the top that final meeting minutes will be published after its next regularly scheduled meeting?

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<sup>2</sup> The OOG has defined a public body's "full meeting record" as the meeting agenda and the meeting's electronic recording or detailed meeting minutes, or meeting transcript.

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