



How to Conduct Remote Meetings

Open Meetings Act Compliance Requirements



Open Meetings Regulations Requirements

- **The Office of Open Government encourages public bodies to conduct its meetings electronically or by teleconference, if it becomes necessary.**

- **This presentation provides general information regarding how a public body may hold meetings remotely and comply with the Open Meetings Act.**

Requirements

- Provide a dial-in number for the public to participate in the meeting if the meeting is held by teleconference;
- Provide login information if the meeting is held by web-conference;
- Record the meeting by electronic means; and
- Take all votes by roll call.



Contacts for
Assistance

**OFFICE OF OPEN GOVERNMENT
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