

OPEN MEETINGS LAW

La. R.S. 42:11 *et seq.*

QUICK REFERENCE GUIDE

Open Meetings Law applies anytime there is a convening or meeting of a *quorum* (simple majority) of members to deliberate or act on a matter over which the board has jurisdiction.

QUORUM



- Applies to full board meetings, committee meetings, and board retreats
- Must be *physically present* when determining if a quorum exists (phone participation does not count)

MEETING NOTICE



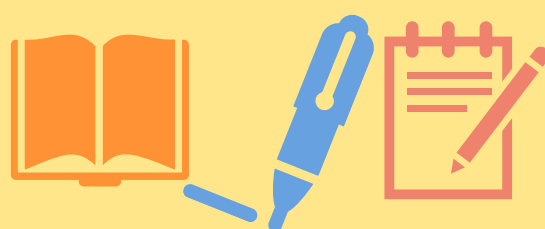
Annual: Must provide annual notice of regularly scheduled meetings

24-Hour: Must provide notice with agenda at least 24-business hours prior to meeting.

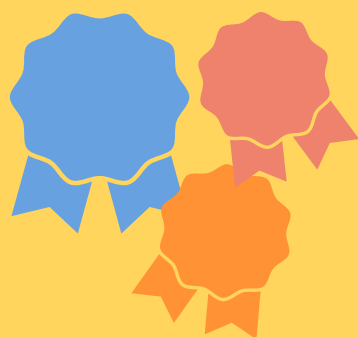
Posting: Must post notice with agenda on school website *and* at one of the following: i) meeting location; ii) the board's principal office; or, iii) publication in board's official journal (i.e. designated local newspaper).

- Agenda items must be listed separately and described with *reasonable specificity*.
- Agendas must include everything intended to be discussed or voted upon.
- Only with unanimous approval can an item be added to the agenda during a meeting.

AGENDAS



OTHER



Executive Session: May only be used to discuss issues specifically permitted by law *and* no action (vote) may be taken in executive session.

Media Requests: If the news media requests to receive meeting notices, copies must be mailed to them and delivered to them in the same manner as board members (e.g. email).

Meeting Minutes Posting: Written minutes must be kept of all open meetings *and* posted to the school's website for at least 3 months.

LOUISIANA ASSOCIATION OF PUBLIC CHARTER SCHOOLS

www.lacharterschools.org