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**
- Executive Session: May only be used to discuss issues specifically permitted by law and no action (vote) may be taken in executive session.
- Meeting Minutes Posting: Written minutes must be kept of all open meetings and posted to the school's website for at least 3 months.

**OTHER**
- 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).

*This is just a summary of common Open Meetings Law issues for charter schools and is not legal advice. Be sure to read the law in full: La. R.S. 42:11, et seq.*