

Public Meetings (Open Door Law) Guidance

July 2020

- The **Open Door Law** was established to allow the public to witness meetings held by Agencies. According to statute, we are required to provide public notice of a meeting at least **48 business hours** before the meeting takes place. This excludes weekends and Holidays, so it is important to keep that in mind when providing notice.
- We are required to give notice by doing the following:
 - Posting a copy of the notice at the office of the public agency holding the meeting **OR** the building where the meeting is being held.
 - Delivering notice to all news media that request notice.
 - Transmitting the notice via email
 - *ISDA policy is to provide the information to the Communications team who will create the notice. The meeting organizer is responsible for posting the meeting notice at the meeting location.
- In addition, a copy of the agenda should be posted at the entrance to the meeting location before the meeting begins.
- Minutes from the meeting should be made available to the public within a “reasonable period of time.” The meeting minutes should include the following:
 - The date, time and place of the meeting
 - Names of members present, the members Absent
 - A recording of any votes taken, including the roll call of how the votes were cast
 - A general description of what was discussed
 - *ISDA Agency policy is to post the minutes from the meeting as quickly as practicable, but no more than two weeks following the meeting. Minutes should be posted even if they have not been officially approved by the board. They can be updated as necessary at a later date.
- Other notable comments:
 - *If you are recording the meeting (either video or audio), you must make an announcement at the beginning of the meeting to make participants aware they are being recorded.
 - Guidance also requires that a member of the board participating remotely must be able to be heard by the entire group. For example, a board member cannot be listening on a phone call and communicating only with one board member. They must be heard by the entire group.
 - Quorum is reached when 2/3 of the members are present.
 - IN Open Door Law does not require that citizens/attendees get an opportunity to speak, but the board may choose to allow for public comment.
 - Members from the public are legally allowed to record meetings, but the use of recording equipment may be limited based on the circumstances.

For more information, or to read the guidance in statute, visit the following link:

<http://iga.in.gov/legislative/laws/2019/ic/titles/005/#5-14-1.5>