

Open Meetings Act: Standing Committees Checklist

Public Body Checklist

- committee has at least 2 people
- at least 1 person is not an Administrative Officer
- Committee was formed by BOT, Chancellor, or VC
- Committee is dealing with matters that affect NC State
- Committee is making policies or taking administrative action, or making findings/recommendations for policy implementations, quasi-legislative action, or quasi-judicial decision, or otherwise serves in an advisory function

Official Meeting Checklist

- a majority of the public body communicating
- communication is to conduct hearings, deliberations, voting, or otherwise transacting business in the scope of the committee's charge

Type of Meeting Checklist

- Regular – list of pre-scheduled meetings kept by the chair and/or administrative contact
- Emergency – unexpected circumstances that needs immediate consideration & may only discuss emergency
- Special – all other meetings

Minutes Checklist

- Type of meeting (ex. regular, special, emergency)
- Date of meeting and place
- The hours of meeting
- Members in attendance
- Whether the minutes of the previous meeting were approved
- All motions (except those that were withdrawn)
- Points of order and appeals (whether sustained or lost)
- Any actions taken

Regular Notice

- classified as a regular meeting
- chair and/or administrative contact keeps the schedule of meetings
- schedule shows the time and place of each meeting
- post schedule on committee website
- revisions must be made at least 7 days before meeting

Special Notice

- classified as a special meeting
- 48 hour notice required
- post notice on bulletin board of meeting building, if no board then door of meeting room
- state time, place, and purpose of meeting on all notices
- post notice on committee website
- follow advance notice requirement, if applicable

Emergency Notice

- classified as an emergency meeting
- only media entitled to notice
- media must file request to receive notice of emergency meeting
- notice by phone or email
- inform media immediately after notice to public body members

Closed Session

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Reference "Motion to Go into Closed Session" guide <input type="checkbox"/> Motion to go into closed session <input type="checkbox"/> State statutory reason for going into closed session (see reference guide) | <ul style="list-style-type: none"> <input type="checkbox"/> Adopt motion <input type="checkbox"/> Make a general account of closed session in minutes <input type="checkbox"/> Additional Fundamentals: Drifting, Talking, 3PC |
|---|---|