



BOARD SMART • SCHOOL SAVVY

## Tips To Comply With the Open Meetings Law

The Open Meetings Law is something to take seriously, but does not need to hinder your ability to be a good board. Follow these steps to make sure your board is in compliance.

1. Review the open meeting law as a full board annually.
  - Annually print out copies of the law and read through it as a group once a year.
  - Ensure that the senior staff of the school participates in this exercise as well.
  - Check for understanding by asking the trustees to take the pop quiz attached here.
2. Ask the board's legal counsel to review your compliance with the open meeting law annually.
  - Provide the school's legal counsel with the agenda, minutes and your posting for the past year.
  - Ask your legal counsel to give you an answer key to the pop quiz.
3. Have the board secretary review open meeting compliance monthly (at both the board and the committee level).
  - Ideally they could develop a simple compliance checklist and report out on this at monthly meetings.

**See open meetings pop quiz on the next page**

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# Open Meetings Pop Quiz

## How to use this document

Distribute to the full board once a year. You could pass it out at a board meeting, and ask trustees and senior staff to complete it on the spot. Then tally the results and discuss. Ideally you would have copies of the open meeting law on hand and together you could double-check your answers. You could also ask your legal counsel to give you an “answer key” prior to asking the full board to complete this exercise.

To do this:	Yes	No	Don't Know
1. Does your state have an open meeting law?			
2. Does your open meeting law allow board meetings to be held by speakerphone?			
3. Does your open meeting law permit board members to vote by speakerphone?			
4. Does your open meeting law apply to committee meetings?			
5. Do you know the requirements for giving notice of public meetings—where to post and how far in advance?			
6. Does your law require you to post committee meetings?			
7. Does your law require you to take minutes in a particular way?			
8. Do you understand under what circumstances your board can go into executive session?			
9. Do you review the open meeting law as a group annually?			
10. Does the board's legal counsel review your compliance with the open meeting law annually?			
11. Does the board secretary review open meeting law compliance monthly?			