



Open Meeting Policy

Overview

The Open Meetings Law (24-6-402, C.R.S.) is part of the Colorado Sunshine Law (24-6-401 et seq., C.R.S.), and generally requires any state or local governmental body to discuss public business or to take formal action in meetings that are open to the public. A "meeting" refers to any kind of gathering, convened to discuss public business, whether in person, by telephone, electronically, or by other means of communication. The Colorado Supreme Court has held that, "a meeting must be part of the policy-making process to be subject to the requirements of the Open Meetings Law (OML)." Therefore, for example, emails can be considered "meetings", but the term does not include chance meetings or social occasions where public business is not the central purpose of the meeting.

Jurisdiction

Any board, commission, or other advisory decision-making body of the state; state college or university board; the General Assembly; or any entity that has been delegated the governmental decision-making function is subject to the jurisdiction of the Open Meetings Laws. The Disability Funding Committee (DFC) is a decision-making body created by statute to administer official functions of State government, and therefore subject to the OML.

Two or more members of the DFC discussing or conducting any DFC business are considered to be subject to this law. Members of the DFC communicating with the Committee Administrator are not subject to the OML since the Administrator is not a decision-making member of the Committee.

Requirements

NOTICE: Statute requires full and timely notice, posted in its designated place within a reasonable time prior to the meeting (see DFC bylaws).

MINUTES: Minutes of meetings must be taken and promptly recorded and are open to public inspection.

EXECUTIVE SESSION: Requires announcement of topic for discussion, citation to authorizing law, and a two-thirds vote of all members. Discussions held in an executive session must be electronically recorded.