

FOIA HIGHLIGHTS

Meetings

1. What is a “meeting”?
 - a. More than 2 members
 - b. Where purpose is discussion/transaction of business
 - c. Watch out for emails!

2. Remote participation permitted
 - a. IF:
 - i. Quorum physically present in one location; AND
 - ii. Committee approves

 - b. Reasons:
 - i. UNLIMITED:
 1. Physical/medical disability or condition preventing attendance;
 2. Need to care for family member with medical condition;
 3. Live more than 60 miles from meeting site

 - ii. LIMITED: greater of 2x/year or 25% of calendar year meetings:
 1. Personal reason (must be disclosed with specificity)

Record

Essentially: everything reduced to writing/recording/etc., developed in the transaction of public business – includes “personal notes” – and doesn’t matter where kept

FOIA request: If someone requests records – don’t respond – refer to staff immediately