

# Public Meetings Law Checklist

## Location & Accessibility Requirements – ORS 192.630 & OAR 199-050-0050

- Meet in a location that is accessible.**

Your meeting must be held in a location that is accessible to disabled individuals.
- Meet in a location that does not discriminate.**

Your meeting must be held in a location that does not discriminate based on race, color, creed, sex, sexual orientation, gender identity, national origin, age, or disability.
- Meet in a location within your jurisdiction's boundaries.**

Your meeting must be held in a location that is within your jurisdiction's geographical boundaries, at its main office, or the nearest practical location (unless one of the exceptions apply).
- Provide an interpreter for the deaf and hard of hearing.**

Your governing body must make a good faith effort to provide an interpreter for persons who are deaf or hard of hearing when they are requested at least 48 hours before a regularly scheduled meeting.

## Electronic Meeting Requirements – ORS 192.670 & OAR 199-050-0050

- Provide electronic access to meetings for the public.**

All meetings of a governing body must provide the public, to the extent reasonably possible, an opportunity to attend the meeting electronically. This could be a number to call in, a link to the online meeting, or a link to a video stream.
- Provide a place for the public to view electronic only meetings.**

This can be a physical place for the public to watch the meeting or a place of electronic means, such as a number to call in, a link to the online meeting, or a link to the video stream.
- Provide virtual testimony when in-person testimony is allowed.**

If in-person oral or written testimony is allowed, then the public must be allowed to submit oral or written testimony electronically as well.
- Provide media the same attendance option for executive session.**

If any person, including a member of the governing body, is attending an executive session by telephone, video, or electronic means, the media must be provided the same attendance option.

**Provide all required content in your meeting notices.**

Your meeting notices must include:

- the date & time of the meeting,
- the location of the meeting,
- the subjects of discussion,
- the contact information to request an interpreter, and
- the citations for executive sessions when relevant.

**Post your meeting notices in the required locations.**

Your meeting notices should be posted on:

- your public body or governing body's website (required for all governing bodies),
- the Oregon Transparency Website (required for education service districts and state agency board and commissions; optional for other governing bodies), or
- through the newspaper, bulletin boards, social media, or email.

The last bullet point includes optional locations for governing bodies to post their notices in addition to their website or for governing/public bodies who do not have a website.

**Post your meeting notices to the required people.**

For regular or special meetings, meeting notices need to be issued to:

- the governing body,
- the general public,
- interested persons, and
- the media.

For emergency meetings, meeting notices need to be issued to:

- the media,
- interested persons, and
- the general public to the extent possible.

**Post your meeting notices to the public within the required timeframe.**

Meeting notices need to be posted:

- at least 48 hours in advance for regular meetings,
- at least 24 hours in advance for special meetings, and
- as soon as possible for emergency meetings.

**Keep recordings or minutes of all your meetings.**

Your governing body is required to provide documentation of all meetings, including executive sessions, in one of the following forms:

- a sound,
- video,
- digital recording, or
- written minutes.

**Provide all required content in your minutes or recordings.**

Minutes or recordings need to include:

- names of governing body members present,
- any motions, proposals, resolutions, orders, ordinances, measures, and their results,
- the results of all votes,
- the vote of each member by name (unless your body has more than 25 members),
- the substance of any discussion, and
- reference to any document discussed.

Full transcripts are not required, but written minutes should give a true reflection of the matters discussed and the views of the participants.

**Record all voting within meetings.**

All voting must be done by public vote, no secret ballots are allowed.

The results of all votes need to be recorded, including the vote of each individual governing body member *by name*.

When written ballots are used, the ballot needs to identify the name of the governing body member. The vote, including the member's name, needs to be announced during the meeting where the voting happened.

**Make minutes/recordings available to the public within a reasonable time.**

All minutes or recordings shall be available to the public within a reasonable time after the meeting.

Many school boards are required to make video recordings of all their meetings, excluding executive sessions, and post to their social media or website within 7 days. See Senate Bill 1502 (2024) for more information.

Some state agency boards and commissions are required to record all electronic meetings, excluding executive sessions, and post them on their website. Those recordings must be posted for at least 30 days.

*\*This is not intended to substitute for review of law in ORS Chapter 192. Call OGEC at 503-378-5105 with questions.*