El Camino Real Academy

Board Training

Open Meetings Act Refresher

Annually you must approve an Open Meeting Act resolution (see in meeting packet). This establishes your protocol for running meetings and announcing meetings.

Agendas must list all business to be discussed and action taken on. If a closed meeting is being held, it must list the topic of the closed meeting and the section of law that allows for the topic to be discussed in closed meeting.

Members cannot discuss policy issues out of an open meeting. If emails or phone calls are made by one person to the other members this is considered a rolling quorum and is illegal.

Because of this there are a few pre-emptive recommendations presented:

Whenever there is a group of members at an event it is recommended that they do not gather together in one stop. It gives the appearance that business is being discussed, whether this is happening or not.

It is recommended that members not exchange emails; this would include replying to all when emails are sent. We would also suggest that phone calls be limited between members.

If something is sent out and there are questions, email Paym, Denise or myself – we will get clarification to the member requesting the information. If it appears that it would be helpful to all members, we will send it out.

This is a provision for closed meetings; however the purposes for those meetings are strictly limited. Discussion of lawsuits, personnel issues and negotiation of the purchase of real property are a few that ECRA has used in the past.

These meetings are normally held within a regular meeting. A motion is made to adjourn into a closed meeting. Once the closed meeting is held, the regular meeting is called back to order and the members are poled to document in the minutes that only the topics stated on the agenda were those discussed in the closed meeting.