



# Open Meetings Act

## MDWCAs Best Practices

### Types of Meetings:

Type	Purpose	Notice & Agendas
<b>Regular</b>	Where most of the work gets done. Usually held monthly or bi-monthly.	Notice at least <b>10</b> days in advance. Agendas made available <b>72</b> hours in advance.
<b>Special</b>	Held if something comes up requiring special attention before the next regular meeting.	Notice at least <b>3</b> days in advance. Agendas made available <b>72</b> hours in advance.
<b>Emergency</b>	Held when not acting immediately would result in injury or damage to persons, property, or substantial financial loss.	<b>24</b> hours advance notice, unless waiting 24 hours could threaten the health, safety, or property of the public.

### OMA Procedures On What To Include In Board Meeting Notices:

- Day, time, and location of regular meetings
- How notice will be given for special and emergency meetings
- How and when agendas will be available

### Posting Meeting Notice:

- In place and manner accessible to the public
- Public body's website
- Broadcast stations
- Newspapers
- Radio
- Other requirements found by the public body to be reasonable

### Language Requirements:

- Not specifically in OMA
- Statute: depends on population
- ≥ 75% English : notice in English is sufficient
- 25% -75% English/Spanish : notice required in both English and Spanish
- ≤ 25% English : notice in Spanish is sufficient