

Vermont Open Meeting Law

1. All school board meetings, and meetings of school board subcommittees, must be open to the public, and must give reasonable opportunity for public participation.
2. A meeting is defined as a quorum (usually over ½) of the members of a school board gathered for the purpose of discussing the business of the board or for the purpose of taking action.

Type of Meeting	Notice to Board Members	Notice to Public & Media	Agenda	Minutes
<u>Regular:</u> Time & place stated in board policy or bylaw.	No legal requirement	No legal requirement. (Good practice is to publish time & place of each meeting in local paper.)	Available to media and concerned persons on request.	Available within 5 days of meeting indicating: <ol style="list-style-type: none"> 1. Members present 2. Other active participants 3. Motions made & their disposition 4. Results of votes, with record of each member's vote if roll call
<u>Special:</u> Not fixed by policy or bylaws, called for a specific purpose	Written or oral notice 24 hrs. In advance unless waived	Publicly announced (give to news media) at least 24 hours prior to meeting; posted in municipal clerk's office and 2 other locations in town.	Same as regular meeting.	Same as regular meeting.
<u>Emergency:</u> To respond to unforeseen occurrence or condition requiring immediate attention.	No legal requirement.		Same as regular meeting.	Same as regular meeting.