

OPEN MEETINGS LAWS

REFERENCE SHEET FOR COMMITTEES AND BOARDS

N.C.G.S. 143-318.12

Public notice of official meetings

All official meetings of public bodies are subject to open meetings law.

Public body = any authority, board, commission, committee, council or other body of state or local government that:

- a) has at least two members
- b) is authorized to legislate, make policy, administrate or advise

Official meeting = a majority of members of a group meet in person or by some electronic means (phone/email) in order to do:

- a) conduct a hearing
- b) deliberate or discuss
- c) take action
- d) transact public business

All committee meetings have a regularly scheduled meeting date and time posted at Town Hall.

If your committee changes the scheduled meeting date and/or time or cancels, contact the Town Clerk (458-8216) at Town Hall at least 7 days prior to the regularly scheduled date so that she may post notice. This is by state statute requirements.

Special meetings – the chairman or two members of a committee may call a special meeting **in addition** to the regularly scheduled meeting date. Contact the Town Clerk at Town Hall at least three days before the meeting so she may post notice. State statute requires notice of meeting to be posted at Town Hall 48 hours prior to the meeting date.

Recessed meetings – a regularly scheduled meeting or an additional meeting that has been posted at Town Hall may be recessed to be resumed at a later date and time with no additional notice required. You must show in your minutes the date and time the meeting will resume.

Emergency meetings – the chairman or two members of the committee may call an emergency meeting with at least six hours written (email) notice being given to all committee members and posted at Town Hall six hours prior to the meeting. Should you have a reason to call an emergency meeting, contact the Town Clerk at Town Hall prior to the required six hour notice so that she may post notice. Should you need to call an emergency meeting on a weekend, unless you post a notice on the outside door of Town Hall at least six hours prior, the meeting is not a legally called a meeting.