

### Summary of Open Meetings Act (OMA)

Category	Details
<p>What is Considered a Meeting O.C.G.A. § 50-14-1(a)(3)(A)</p>	<p>Any gathering of a quorum of agency members (<b>including committee meetings</b>) where official business, policy, or public matters are discussed or voted upon.</p>
<p>What is Not Considered a Meeting O.C.G.A. § 50-14-1(a)(3)(B)</p>	<ul style="list-style-type: none"> <li>– <i>Inspections of physical facilities</i> at which no other official business is discussed or official action is taken;</li> <li>– <i>Attending training</i> at which no official action is taken;</li> <li>– <i>Discussions with state or federal officials</i> at which no official action is taken;</li> <li>– <i>Travel to gatherings</i> so long as no official business, policy, or public matter is formulated, presented, discussed, or voted upon by the quorum; and</li> <li>– <i>Social or ceremonial events</i> without official business so long as no official business, policy, or public matter is formulated, presented, discussed, or voted upon by the quorum.</li> </ul>
<p>Types of Meetings and Notice Requirements O.C.G.A. § 50-14-1(d)</p>	<ul style="list-style-type: none"> <li>– <b>Regular Meetings:</b> Agenda posted at least one week in advance at place of meeting &amp; on website. Agenda should include time, date and place.</li> <li>– <b>Called Meetings:</b> At least 24 hours' notice given to legal organs or general circulation newspapers. Agenda should be posted at least 24 hours in advance at place of meeting &amp; on website.</li> <li>– <b>Emergency Meetings:</b> Less than 24 hours' notice allowed under special circumstances. Notice and agenda posting should be reasonable under the circumstances and given to legal organ or general circulation newspapers. Reasons must be documented in minutes.</li> </ul>
<p>Virtual Meetings O.C.G.A. § 50-14-1(f)-(g)</p>	<ul style="list-style-type: none"> <li>– Only allowable during an emergency and for statewide jurisdictions (i.e. a state charter school with a defined attendance zone <b>cannot</b> hold virtual meetings – including committee meetings).</li> <li>– Virtual meetings are allowable during emergency conditions (e.g. COVID) Notice and public access requirements still apply.</li> <li>– Generally, a <i>member can</i> participate virtually due to health or absence from jurisdiction twice a year <b>provided quorum is otherwise present in person</b>. A member virtually participating in an in-person meeting may vote.</li> </ul>
<p>Agenda Requirements O.C.G.A. § 50-14-1(e)</p>	<p>The agenda should include all matters expected to come before the agency or committee at the meeting (e.g. topics of discussion, expected votes, etc.). However, failure to include an item which becomes necessary to address during</p>

	<p>the course of a meeting shall not preclude considering and acting upon such item.</p>
<p>Executive Session Topics O.C.G.A. § 50-14-3, O.C.G.A. § 50-14-4</p>	<p><i>Executive session is reserved for discussion or deliberation. All votes must be taken in public.</i></p> <p>Discussions are limited to:</p> <ul style="list-style-type: none"> <li>– Authorizing negotiations, appraisal, contract or option of property transactions (i.e. purchase, dispose, lease)</li> <li>– Meeting <b>with attorney</b> on legal matters (e.g. pending litigation, settlements, administrative proceedings, etc.).</li> <li>– Discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of an employee or interviewing applicants for the position of executive head. <b>Does not apply</b> to the receipt of evidence or when hearing argument on personnel matters. (In other words, for employee discipline the evidence must be received in public, the deliberation can occur in private, and the vote must be taken in public.)</li> <li>– Discussing records exempt from disclosure under federal law (i.e. student records.)</li> </ul> <p><i>Other:</i></p> <ul style="list-style-type: none"> <li>– <i>The Board must vote to go into Executive Session.</i></li> <li>– <i>The Chair must execute an affidavit upon conclusion.</i></li> <li>– <i>Student Disciplinary Hearings are closed under O.C.G.A. § 20-2-757.</i></li> </ul>
<p>Requirements for Meeting Minutes O.C.G.A. § 50-14-1(e)(2)</p>	<ul style="list-style-type: none"> <li>– Summary (i.e. <i>draft</i> minutes) available within two business days.</li> <li>– Official minutes recorded and made public after approval at the next regular meeting.</li> <li>– Minutes must include attendees, motions (including name of people making and seconding), and votes (should be by name unless unanimous).</li> <li>– Executive session minutes must document topics discussed but are not public unless required by court.</li> </ul>