



Open Meeting Postings

TAKING TRANSPARENCY TO THE NEXT LEVEL

Be aware of email notifications.

Users are able to subscribe to receive weekly event emails, as well as, agendas and minutes.

The weekly events email is created on Wednesday/Thursday of each week for the following week.

Agendas or minutes go out to a separate list of users each time they are posted or updated.

Maryland Open Meetings Act has an [agendas and minutes requirement effective October 1, 2016](#). Public bodies are required to post agendas no later than 24 hours before the meeting. It is also required that minutes are kept for at least five years, instead of one.

For more information regarding how these requirements affect you, please contact your agency's contact person, the Maryland Attorney General's Office, or the Office of Law for official and specific guidance.

This document **does not** serve as legal guidance, rather instructions on how the website will be used in relation to this act.

Notice of Meetings

Meetings should be posted on the calendar in either the **Boards & Commissions** or in the **Public Meetings** depending on the group holding the public meeting. These should be posted no later than the Wednesday/Thursday the week prior to the meeting.

Agendas & Minutes

Agendas should be posted in your respective category within the **Agenda Center**. The Description should be formatted as Month Day, Board/Commission Meeting. For example, "**September 28, Cable Commission Meeting**". Do not include the words "agenda" or "PDF".

From the **Actions** menu, you can **Copy Link** to add the agenda to the calendar, however, not having the agenda yet should not prevent you from adding the event to the **Calendar**.

Once the minutes are finalized, the minutes should be uploaded to the agenda to associate the two.

Page Content

The below screenshot shows all of the elements that should be included on a Board or Commissions page. This template can also be used for other bodies that hold public information. Staying in line with this template will ensure consistency, transparency, and ease of navigating for visitors.

Boards & Commissions Page Template

Boards & Commissions Template

Regular Meetings

Click here to add lead-in text.

- 8 p.m.
- The first Thursday of every month
- City Hall
123 Main St.
Room 303
Civic City, KS 12345

Work Sessions

Click here to add lead-in text.

- 6:30 p.m.
- The first Thursday of every month
- City Hall
123 Main St.
Room 303
Civic City, KS 12345

Agendas & Minutes

Agendas are available prior to the meetings. Minutes are available following approval.

[Most Recent Agenda](#) | [View All Agendas and Minutes](#) | [Subscribe to Updates](#)

Members

Board members serve 4 year terms. For more information on how to join the board, see the member details below.

- [John Doe](#), Chairperson
Term expires: December 2020
- [William Jones](#), District One
Term expires: December 2020
- [Mary Smith](#), District Two
Term expires: December 2020
- [Jane Johnson](#), District Three
Term expires: December 2020

About the Board

Include other information here such as responsibilities.