



Guidance for Advisory Boards



Open Meetings Law

Public Bodies

- Public bodies are elected or appointed by a body with the authority of the city of Durham by the power delegated to it by the N.C. General Assembly.
- Public bodies:
 - Consist of two or more members
 - Depending on duties and function, can exercise or are authorized to exercise policymaking, quasi-judicial, or advisory functions



Open Meetings of BCCs (Boards, Committees, and Commissions)

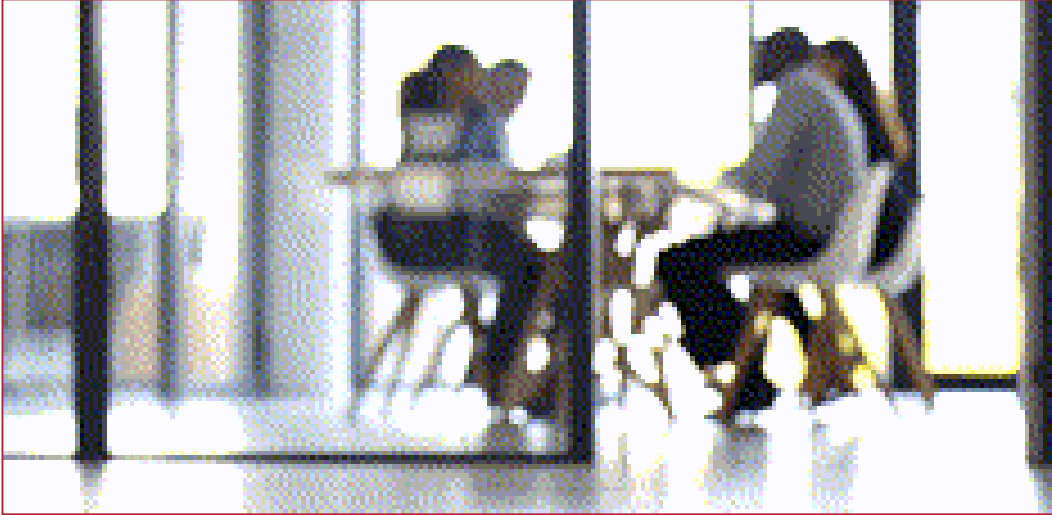
- Official meetings, assemblies, or gatherings can occur at any time or place with advance notice to the public.
- This communication can take place in a designated meeting room, a phone conference, or by a video conference.



Open Meetings of BCCs (Boards, Committees, and Commissions)

- Hearings, deliberations, and actions of public bodies must be conducted publicly.
- Groups that are required to hold official public meetings include:
 - All state and local government authorities
 - Commissions
 - Committees
 - Councils
 - Other similar bodies

What is an Official Meeting?



A meeting where a *majority* of the members of a public body conduct:

- Hearings
- Deliberations
- Voting upon public business within the jurisdiction of the public body



CITY ATTORNEY
CITY OF DURHAM

919.560.4158

DurhamNC.gov

Follow Us @CityofDurhamNC



The Types of Meetings



Electronic Meetings/ Broadcast of Meetings

- A public body may hold an official meeting by phone or other electronic means such as internet face-to-face conversations so long as the body will provide notice detailing a location and means of where members of the public may listen.
 - E.g.: Providing a Zoom link detailing the time and purpose of the meeting meets these standards.
- Any person can use photography, film, or any other method to record any part of an official meeting to prevent undue influence with the meeting.

Notice of Official Meetings

The Durham clerk's office handles notifying board members, the public and the media of all board and commission official meetings.

The meeting notice must have the following information:

- The name of the board or committee
- The meeting date
- The location of the meeting
- The time of the meeting

** Please note, members of the public are permitted for all board and committee meetings.**

Minutes of Official Meetings

- Every public body is required to keep accurate minutes of official meetings, including meetings in closed sessions. The purpose of minutes is to provide a record of actions taken by the boards.
- Minutes of boards will list the members of the board present, staff present, and guests of the board present, the order events that occurred during the meeting, and the details of the events of the meeting.
- All voting or motions/actions in the meeting will also be recorded. Boards' minutes are available as public record and may be recorded in writing, audio, or video recordings.



Are “roundtables” public or private?



CITY ATTORNEY
CITY OF DURHAM

Do “roundtables” need to:

- Take minutes?
- Record their meetings?
- Provide public notice? How far in advance?
- Meet in a public building?



In “listening sessions,” will the “roundtable” or task force need to:

- Take minutes?
- Record the meeting?
- Provide public notice? How far in advance?
- Meet in a public building?

Closed Sessions?

- North Carolina law provides a limited number of instances when a board or commission is permitted to meet in closed sessions.

Confidential Communications?





Thank you for your service!