General Provisions of Open Meeting Law

I. What is the open meeting law and why is it important?
   a. Section 13D of Minnesota State Law
      (https://www.revisor.mn.gov/statutes/?id=13D)
   b. Ensures that meetings of governing bodies are conducted in public where public
      has access to decision making process
   c. Prohibits actions being taken in secret where it’s impossible for the public to be
      fully informed about decisions or to detect improper influences
   d. Protects government officials from accusations that business was conducted
      improperly

II. What groups must abide by the open meeting law?
   a. Best answer = all governing bodies and committees
   b. Examples = city councils, county boards, soil and water conservation district boards,
      watershed district boards, watershed management organization boards, town
      boards, governing boards of school districts
   c. Also applies to committees of governing bodies

III. When does the open meeting law apply?
   a. Best answer = always
   b. Quorums of any governing bodies or committee of the governing body
      i. Quorum = minimum number of members required to be present to legally
         conduct business, usually a majority
   c. Anytime the quorum is meeting to discuss, or receive information about, the
      business or work of the governing body
   d. Even when action is not being taken
   e. Does NOT apply if group is getting together socially and NOT discussing business

IV. What are the key elements of the open meeting law?
   a. Meeting notices are required for regular, special, emergency, and closed meetings
   b. Meetings must be open to public, in a public space
   c. Meetings must be within borders of governing body’s jurisdiction
   d. Meeting materials must be available to public at the meeting
   e. Meeting notes including voting record must be maintained and available to the
      public (usually in the form of meeting minutes)
V. How does the open meeting law apply to the use of telecommunications?
   a. Officials cannot “attend” meeting by phoning in
   b. Can use interactive video (such as Skype) only if:
      i. All officials can see and hear each other
      ii. Members of the public at the meeting can see and hear all officials
      iii. Offsite officials are located in a place accessible to the public¹
      iv. At least one official is at the regular meeting location
      v. Proper notice was given regarding the location of offsite officials
   c. Use of telecommunication tends to disrupt the meeting

VI. How is the open meeting law most often broken?
   a. Not often
   b. Email use among officials can be problematic
      i. Serial emails from one official to another and another, essentially discussing
         an issue
      ii. Using “reply all” on an email to all officials of a governing body (avoid this
          problem by using “blind copy” on emails to group of officials)
   c. Failure to properly notice a meeting
   d. Officials wanting to call into a meeting

For further reading:

Information Brief from MN House of Representatives on MN Open Meeting Law
http://www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf

MN Statutes Chapter 13D. Open Meeting Law
https://www.revisor.mn.gov/statutes/?id=13D

¹ The Minnesota Supreme Court has read the requirement that a meeting be held in a place accessible to
the public to mean ‘within the jurisdiction of the public body.’ Quast v Knutson, 150 N.W.2d 199, 200 (1967).