

Training requirement for public entities subject to the Open Meetings Act¹

The training requirement is set forth in sec. 3-213 of the General Provisions Article of the Maryland Code. It has three elements:

(1) **Each public entity subject to the Open Meetings Act must designate a member, officer, or employee to receive training on the requirements of the Act.** When a designee retires, resigns, or otherwise loses his or her position with the public body, the public body should designate a new one.

(2) **Each public body must send a list of its designees to the Open Meetings Compliance Board.** That can be done by an e-mail to OpenGov@oag.state.md.us, with this subject line: "*Open Meetings training designee(s) of [name of public body]*." When the list becomes obsolete because the designee is no longer an employee, officer or member, the public body should send a new designation.

(3) **The designee must take the training within 90 days of the designation.** The training must be taken in one of two ways: the online class "offered by the Office of the Attorney General and the University of Maryland's Institute for Governmental Service and Research," or "a class on the requirements of the Open Meetings law offered by the Maryland Municipal League through the Academy for Excellence in Local Governance." A link to the online class can be found in the "Other Resources" box at <http://www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx> .

Text of sec. 3-213:

(a) Each public body shall:

- (1) designate at least one individual who is an employee, an officer, or a member of the public body to receive training on the requirements of the open meetings law; and
- (2) forward a list of the individuals designated under item (1) of this subsection to the Board.

(b) Within 90 days after being designated under subsection (a)(1) of this section, an individual shall complete:

- (1) an online class on the requirements of the open meetings law offered by the Office of the Attorney General and the University of Maryland's Institute for Governmental Service and Research; or
- (2) a class on the requirements of the open meetings law offered by the Maryland Association of Counties or the Maryland Municipal League through the Academy for Excellence in Local Governance.

¹ Adapted from

<http://www.marylandattorneygeneral.gov/Pages/OpenGov/OpenMeetings/training.aspx>