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| http://ftf/teams/communication/First%20Things%20First/ftf_horiz_clr.jpg.jpg | **COURSE DESCRIPTION** |
| **Open Meeting Law** |
| **September 2016** |

**Course Description:**

This course is designed specifically for new Regional Council Members. Council members will learn about the basics of Open Meeting Law as it applies to the Regional Council meetings they attend.

**Course Goal:**

To help Regional Council members understand and apply the Open Meeting Law to Regional Council meetings.

**Learning Objectives:**

By applying what you learn in this course, you should be able to:

* Identify what constitutes a meeting subject to the Open Meeting Law
* Identify the number of Council members needed for quorum
* Know whether you can speak about a topic at a Council meeting
* Understand the public’s rights at Open Meetings, including their ability to speak
* Determine whether an executive session is allowed
* Understand the parameters for conducting meetings by telephones and avoid improper use of email for Council business

**Time Allotted:**

1.0 to 1.5 hours

 **Competencies:**

Regional Council meetings

 **Course created:**

In-house, designed to be facilitated in classroom or virtual environments