

## Montgomery County Council Bill No. 8-23

### Boards, Committees, and Commissions – Open Meetings – Supplemental Requirements

Effective: July 3, 2023

#### Notices of meetings

- (1) Except as provided under paragraph (3), **a group must publish the notice** required under Section 3-302 of the Open Meetings Act:
  - (A) **within 5 business days** after the group has determined the meeting date; and
  - (B) **at least 2 calendar days** before the meeting.
- (2) If a meeting will include virtual access, the group must publish how the public may attend the meeting virtually.
- (3) If the requirements of paragraph (1) cannot be met due to an emergency, a group must:
  - (A) publish the notice at least 24 hours in advance of the meeting; and
  - (B) indicate in the notice that the meeting is an emergency meeting.

#### Meeting agendas

- (1) Except as provided under paragraph (2), **a group must publish the agenda** of a meeting under Section 3-302.1 of the Open Meetings Act:
  - (A) **within 5 business days** after the group has determined the agenda; and
  - (B) **at least 2 calendar days** before the meeting.
- (2) If the requirements of paragraph (1) cannot be met due to an emergency, a group must:
  - (A) publish the agenda at least 24 hours in advance of the meeting; and
  - (B) indicate on the agenda that the meeting is an emergency meeting.
- (3) If the requirements of paragraph (2) cannot be met due to an emergency declared by the Governor of Maryland or the County Executive, a group must:
  - (A) publish the agenda as soon as practicable in advance of the meeting; and
  - (B) indicate on the agenda that the meeting is an emergency meeting.

#### Meeting minutes and recordings

- (1) **Within 5 business days** after it meets, a group must publish, if the group recorded the full meeting, a file of the recording, or a link to the recording. **BCC staff should not record meetings unless specifically permitted by the County Executive's Office.**
- (2) **Within 5 business days after approving meeting minutes**, a group must publish the approved minutes under Section 3-306 of the Open Meetings Act.