



Open Meetings

Colorado Charter School Institute

The governing boards of Institute charter schools are considered “local public bodies” subject to Colorado Open Meetings Laws and their requirements:

1. **Open Meetings:** All meetings of a quorum or three or more board members, whichever is fewer, at which any public business is discussed or at which any formal action may be taken are declared open public meetings.
 - a. E.g., this could mean that, if three board members were to casually meet at a local coffee shop and began discussing the affairs of the school, this would be considered a meeting that must be held open to the public.
2. **Noticed Meetings:** A meeting notice must be posted at least 24 hours in advance of any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance or is expected to be in attendance.
 - a. *Where to Post:* Each year, the board should designate a public place for the posting of the notice; CSI also requires that notices be posted on the school’s website.
 - i. E.g., a school can post the meeting notice at the front entryway to the school and on its website 24 hours in advance of each meeting
 - b. *What to Post:* The notice should include the date, time, and location of the meeting and, wherever possible, should include the meeting agenda.
 - c. E.g., this could mean that, if three board members were to casually meet at a local coffee shop and decide to adopt a policy that was provided to them by the school leader, this could be considered a meeting that must be held open to the public and which should have been noticed.
3. **What About Emails?** Emails may be considered open meetings or meetings that should have been noticed where the above criteria have been met. Board members should be cautious to discuss any official business over email so as not to violate Colorado Open Meetings Laws. Additionally, these writings may be subject to a Colorado Open Records Act (CORA) Request.
 - a. E.g., a school’s board has been working diligently to find a new facility for its school and has narrowed down a potential property. The board chair sends out an email to all of the members of a school’s governing board with the details of the proposed property and asks the board members what they think. Board members respond, cc’ing all, and the board has several days of communication over email. This would likely be considered a meeting that should have been open to the public, and may also be a meeting that should have been noticed since all of the board members are present and because the email exchanges may result in the adoption of a formal action.