1. **Scope: Does the Act apply?**
   A. “Public body”
   B. “Meeting”
   C. Administrative Function Exclusion
   D. Advisory Function
   E. Judicial Function
   F. Legislative Function
   G. Licensing and permitting matters
   H. Matters not falling within a defined function
   I. Quasi-Judicial Function
   J. Quasi-Legislative Function
   K. Zoning Matters

2. **Notice: Did the public body give “reasonable advance notice” of the meeting and make an agenda available?**
   A. Notice Requirement, Generally
   B. Content
   C. Format
   D. Method
   E. Timing
   F. Agenda Requirement

3. **Access: Was the meeting conducted in the open?**
   A. Generally
   B. Practices Permitted
   C. Practices in Violation

4. **Permissible closed session discussions: If the closed session was subject to the Act, did the topics discussed fall within one of the 14 exceptions that permit a closed meeting? (See also topic #5)**
   A. Personnel
   B. Private Information about individuals
   C. Property Acquisition
   D. Proposals for Business Relocation
   E. Investment of Public funds
   F. Marketing of Public Securities
   G. Legal Advice
   H. Pending or Potential Litigation
   I. Collective Bargaining
   J. Public Security
   K. Examinations
   L. Criminal Investigation
M. Other Law
N. Procurement

5. Conditions for closing a meeting: Before closing a meeting subject to the Act, did the public body make the written disclosures required by the Act and vote publicly to exclude the public, in the presence of a member designated for training?
   A. Closed Sessions, Generally
   B. Closed Session, Vote
   C. Closed Session, Written Statement
   D. Post-Session Summary Of Session (See Subject #6)

6. Minutes and other meeting documents: Did the public body prepare and retain the meeting documents required by the Act and, to the extent practicable, post its minutes?
   A. Copy of notice (See index subject #2)
   B. Minutes
   C. Contents of Minutes of Open Sessions (See also topic D)
   D. In open session minutes, Summary of prior closed session
   E. Closed-session Minutes

7. Guidance; training: What is the role of Compliance Board opinions, and who must take training?
   A. Generally
   B. Complaint
   C. Limits of Board’s Authority
   D. Opinions
   E. Response to Complaint
   F. Announcement/Acknowledgement of Violation
   G. Training Requirement (See also Topics 5(A)(3) and 6(C)(3)