

OMCB Opinion Index  
Topic Outline

**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
- O. Cybersecurity

- 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))