

## OGEC Public Meetings Law Training Assessment

<b>Assessment ID:</b>	<b>Entity Submitting Training:</b>	<b>Training Audience:</b>	<b>Date Submitted:</b>
<b>Materials Supplied:</b>	<b>Reviewed by:</b>	<b>Assessment Results:</b>	<b>Assessment Date:</b>

**The information in the ORS and OAR can be presented in any order. To meet the best practices, the training needs to address the following topics and questions:**

Topics and Questions	Notes	Assessment
Does the training cover the required provisions and content of the statutes and administrative rules?		
Does the training present the information correctly?		
Does the training provide references to the statutes and administrative rules in either the slides, trainer's narrative, handouts, or other written materials?		
Does the training provide an overview of the definitions?		
Answer: What bodies are governing bodies?		
Answer: What is a meeting?		
Answer: Who does the Public Meetings Law apply to? Who is responsible for ensuring Public Meetings Law is followed?		
Answer: What are the Public Meetings Law requirements (notice, accessibility, location, recordings, etc.)?		
Answer: What are the requirements for executive sessions?		

**The training content needs to include the required content below. Some of the provisions may or may not apply to the governing bodies audience. The entity submitting the training has indicated if the training applies to the training audience. These topics are under the "Required When Applicable" sections.**

### Definitions

#### ORS 192.610 / OAR 199-050-0005

ORS / OAR	Required Content	Notes	Assessment
ORS 192.610(1)	Convening		
ORS 192.610(2)	Decision		
ORS 192.610(3) OAR 199-050-0005(5)	Deliberation; Deliberate		
ORS 192.610(4)	Executive Session		
ORS 192.610(5)	Governing Body		
ORS 192.610(6)	Public Body		
ORS 192.610(7)	Meeting		
OAR 199-050-0005(1) OAR 199-050-0005(2)	Communicate; Communication		
OAR 199-050-0005(4)	Decision-Making Process		
OAR 199-050-0005(6)	Discussion		
OAR 199-050-0005(7)	Intermediary		
OAR 199-050-0005(9)	Quorum		

OAR 199-050-0005(10)	Serial Electronic Written Communication		
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### Policy

#### ORS 192.620

ORS / OAR	Required Content	Notes	Assessment
ORS 192.620	Intent of Public Meetings Law		

### Governing Bodies Subject to the Public Meetings Law

#### OAR 199-050-0010

ORS / OAR	Required Content	Notes	Assessment
OAR 199-050-0010(1)(a)	Decision -Making Bodies		
OAR 199-050-0010(1)(b)	Advisory Bodies		
OAR 199-050-0010(2)(a)	Exception: Fact Gathering Bodies		
OAR 199-050-0010(2)(b)	Exception: Bodies Advising Individual Public Officials		
ORS / OAR	Required When Applicable	Notes	Assessment
OAR 199-050-0010(2)(c)	Exception: Certain Multi-Jurisdiction Bodies		

### Meetings Subject to the Public Meetings Law

#### OAR 199-050-0015 / ORS 192.610 / ORS 192.630

ORS / OAR	Required Content	Notes	Assessment
OAR 199-050-0015(2)	Types of Meetings		
OAR 199-050-0015(3)			
ORS 192.610(7)(b)	Meetings PML does not apply to		
OAR 199-050-0015(4)	Quorum can't meet in private to decide or deliberate		
ORS 192.630(2)			

### Public Meetings Law Exceptions

#### ORS 192.690 / OAR 199-050-0015

ORS / OAR	Required Content	Notes	Assessment
ORS 192.690(1)(m)(A) OAR 199-050-0015(3)(c)(A)	Purely factual or education communications that convey no deliberation or decision on matters		
ORS 192.690(1)(m)(B) OAR 199-050-0015(3)(c)(B)	Communications unrelated to any matter that could come to governing body for deliberation or decision		
ORS 192.690(1)(m)(C) OAR 199-050-0015(3)(c)(C)	Nonsubstantive communications		
ORS / OAR	Required When Applicable	Notes	Assessment
ORS 192.690(1) ORS 192.690(2)	Exceptions pertaining to the specific group being trained.		

### Serial Communications Prohibited

#### OAR 199-050-0020

ORS / OAR	Required Content	Notes	Assessment
OAR 199-050-0020(1)	Quorum of the governing body members cannot use serial communications to deliberate or decide on a matter		
OAR 199-050-0020(2)	Methods of Serial Communications		

### Meeting Location & Telephone or Electronic Meeting

#### ORS 192.630 / ORS 196.670 / OAR 199-050-0050

ORS / OAR	Required Content	Notes	Assessment
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ORS 192.630(1)	Meetings open to public		
ORS 192.630(3)	Meeting Location: Discrimination		
ORS 192.630(4)	Meeting Location Requirements		
ORS 192.630(5)	Discrimination and Accommodations		
ORS 192.670(1) ORS 192.670(2) OAR 199-050-0050(2)	Meetings held through telephone or other means of electronic communication; real-time access for public		
ORS 192.670(3)(a) OAR 199-050-0050(3)	Public Access to Meetings by telephone, video or electronic means		
ORS 192.670(3)(b) ORS 192.670(3)(c) OAR 199-050-0050(5)	Submission of oral and written testimony by telephone, video or electronic means		
OAR 199-050-0050(4)	Methods of media attendance at executive sessions		
OAR 199-050-0050(6)	Public Access; Public Comment		
OAR 199-050-0050(7)	Presiding officer authority to keep order		

### Noticing Requirements

#### ORS 192.640 / OAR 199-050-0040

ORS / OAR	Required Content	Notes	Assessment
ORS 192.640(1) OAR 199-050-040(4)(a)	Regular Meeting		
ORS 192.640(2) OAR 199-050-0040(3)(d)	Executive Sessions		
ORS 192.640(3) OAR 199-050-0040(4)(b)	Special Meetings		
ORS 192.640(3) OAR 199-050-0040(4)(c)	Emergency Meetings		
OAR 199-050-0040(2)	Methods of providing notice to public, to interested persons, to media		
OAR 199-050-0040(3)(a) OAR 199-050-0040(3)(b) OAR 199-050-0040(3)(c)	Contents of Notice		

### Recordings or Minutes Requirements

#### ORS 192.650 / OAR 199-050-0060

ORS / OAR	Required Content	Notes	Assessment
ORS 192.650(1) OAR 199-050-0060(1) OAR 199-050-0060(3)	Minutes or recordings required; make available within reasonable time		
ORS 192.650(1)(a) - (e) OAR 199-050-0060(2)	Minutes/recording must give "true reflection" of matters discussed; required information		
ORS 192.650(2)	Minutes/recordings of executive sessions		

### State Boards & Commissions Electronic Meetings

#### ORS 192.672 / OAR 199-050-0065

ORS / OAR	Required When Applicable	Notes	Assessment
ORS 192.672(1)	Telephone or electronic meetings		
ORS 192.672(3)(a)	Recording requirements		
ORS 192.372(3)(b)	Executive sessions		
ORS 192.672(3)(c)	Who it applies to		

OAR 199-050-0065(4)	30 Day posting requirement		
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**SB 1502**  
**Effective January 1, 2025**

**Link to Enrolled Bill**

ORS / OAR	Required When Applicable	Notes	Assessment
Section 2 (1)(a) Section 2 (1)(b) Section 2 (1)(c) Section 2 (1)(d)	Who it applies to		
Section 2 (2)(a)	Video recording requirement		
Section 2(2)(b)	Video posting		
Section 2(3)	Posting exceptions		
Section 2(4)(a)	Executive session exception		
Section 2(4)(b)	Small school district exception		

**Public Vote Requirement**

**ORS 192.650 / OAR 199-050-0055**

ORS / OAR	Required Content	Notes	Assessment
OAR 199-050-0055(1)	All official actions of governing body require public vote		
OAR 199-050-0055(2) ORS 192.650(1)(c)	Record vote of each governing body member		
OAR 199-050-0055(3)	No secret ballots		
OAR 199-050-0055(4)	Written ballots		

**Executive Session**

**ORS 192.660 / OAR 199, Division 40**

ORS / OAR	Required Content	Notes	Assessment
ORS 192.660(1) OAR 199-040-0020(1)	Executive session authorization		
ORS 192.660(2)(f)	Exempt from public information or records		
ORS 192.660(2)(h) OAR 199-040-0050	Consultation with legal counsel		
ORS 192.660(4) ORS 192.660(5)	Media attendance		
ORS 192.660(6) OAR 199-040-0060	No final decision		
ORS 192.660(8)	General goals etc.		
OAR 199-040-0015	How to go into/end executive session		
OAR 199-040-0020(1)	Executive session limited topics		
ORS / OAR	Required When Applicable	Notes	Assessment
ORS 192.660(2)(a) ORS 192.660(7) OAR 199-040-0020(3) OAR 199-040-0027	Employment of public official		
ORS 192.660(2)(b) OAR 199-040-0020(3) OAR 199-040-0030	Dismissal/discipline of public official		
ORS 192.660(2)(c)	Functions of medical staff		
ORS 192.660(2)(d)	Labor negotiations		

ORS 192.660(2)(e)	Real property transactions		
ORS 192.660(2)(g)	Preliminary trade or commerce negotiations		
ORS 192.660(2)(i) OAR 199-040-0020(3) OAR 199-040-0030	Employment related performance review		
ORS 192.660(2)(j)	Public investments		
ORS 192.660(2)(k)	School safety plan		
ORS 192.660(2)(L)	Health regulatory board		
ORS 192.660(2)(m)	Landscape Architect Board		
ORS 192.660(2)(n)	Review and approval of security programs		
ORS 192.660(2)(o)	Safety of governing body and public body		
ORS 192.660(2)(p)	Cyber security		
ORS 192.660(3)	Labor negotiations		
ORS 192.660(9)	Public disclosure		

**Responsibility of Governing Body Members & Annual Training Requirements**  
**ORS 244.040 / 244.350 / 192.700 / OAR 199-050-0080**

ORS / OAR	Required Content	Notes	Assessment
ORS 244.350(6)(a)	Governing body members personal liability		
ORS 244.350(2)	\$1,000 Penalties		
ORS 244.040(7)	Cannot use public monies for penalties		
ORS 192.700(2)(a) OAR 199-050-0080(2) OAR 199-050-0080(3)	Annual training requirement		

**Grievance Process & OGEC Enforcement**  
**ORS 192.705 / OAR 199-050-0070 & ORS 192.685 / OAR 199-050-0075**

ORS / OAR	Required Content	Notes	Assessment
ORS 192.705(1) OAR 199-050-0070(2)	Filing Written grievance		
ORS 192.705(2) OAR 199-05-0070(3) OAR 199-05-0070(4)	Written grievances- 21 day response period		
ORS 192.705(2)(b)(A) ORS 192.705(2)(b)(B) ORS 192.705(2)(b)(C)	Three response options		
ORS 192.705(3) OAR 199-050-0070(5)	Send copy of response to OGEC		
ORS 192.685(2)	Grievance process requirement		
ORS 192.685(3)	Complaint documentation		
OAR 199-050-0075(2)	Complaint against all members of governing body		
OAR 199-050-0075(3)	Case Consolidation		
OAR 199-050-0075(4)	Procedural dismissals		

**Lawsuits**  
**ORS 192.680**

ORS / OAR	Required Content	Notes	Assessment
ORS 192.680(1)	Voidance of decision; reinstatement of decision		
ORS 192.680(2)	Circuit Court action: 60 day deadline		

ORS 192.680(5)	Circuit Court action, 60 day deadline		
ORS 192.680(3) ORS 192.680(4)	Circuit Court Orders; equitable relief; attorneys' fees		