

## Connecticut Freedom of Information

### Per email discussions with Thomas Hennick, Public Education Officer

**Publishing Meeting Minutes on the Website:** “The law requires minutes to be available in seven days. So, whether or not they choose to post them on a website, they must be available in seven days for public consumption. . . Without a physical office where anyone can go to peruse minutes, putting them on the website would be a logical solution. I have seen situations where the commission has ordered a small district like yours to establish an office so that minutes and other documents could be available to the public. And to be clear, ‘public’ means anyone, not just members.”

**Agenda:** “The board of directors’ agenda should be available to anyone at least 24 hours in advance. Mailing it to all members on the president’s list is fine, but access to all others is a problem in light of the fact that the association has no office. As is the case with the minutes, the website would seem to be a logical alternative.

“The items old business, new business etc. are not great agenda items. Listing specific items would be preferred. However, at a regular board meeting, the items could be used as long as specifics are added at the meeting. Example: Chairman asks, ‘Is there any new business?’ Board member says, ‘I’d like to discuss beach permit fees.’ That board member must then make a motion to add beach permit fees to the agenda, it must be seconded, and 2/3 of those board members present and voting must vote to add the item to the agenda. Failure to do so would be a possible FOI violation. This can only happen at a regularly scheduled meeting.”

**Email Voting:** “...email votes would be improper. All votes would need to be taken at a properly noticed meeting in public. Calling a meeting a workshop doesn’t automatically remove the requirements for notice, minutes, etc.”

**Committee Meeting Agenda and Minutes:** “all committees should follow the same procedures as the full board. That means meetings are properly noticed, open to the public and followed by minutes. Those minutes should be available in seven days.”