
MEMORANDUM

TO: CTE CENTER DIRECTORS
FROM: Ruth Durkee, State Director of Career Technical Education
SUBJECT: Vermont's Open Meeting Law
DATE: September 30, 2021

This purpose of this memorandum is to provide guidance on how Vermont's Open Meeting Law (1 V.S.A. §§ 310-314) applies to CTE Regional Advisory Board and Program Advisory Committee meetings.

Regional Advisory Boards and Program Advisory Committees are subject to Vermont's Open Meeting Law. The law requires:

1. Meetings must be publicly announced.
2. At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, a meeting agenda shall be posted to the CTE center's website, posted in or near the CTE center office, and posted in at least two other designated public places.
3. Members of the public have the right to attend and comment at meetings.
4. Meeting minutes are taken and become public record. Meeting minutes must be posted no later than five calendar days from the date of the meeting to the CTE center's website. Minutes posted to the website shall not be removed from the website sooner than one year from the date of the meeting for which the minutes were taken. Meeting minutes must also be available for inspection by any person and for purchase of copies at cost upon request after five calendar days from the date of any meeting.
5. Meeting minutes shall cover all topics and motions that arise at the meeting and give a true indication of the business of the meeting. Minutes shall include at least the following minimal information: all members of the Board/Committee present; all other active participants in the meeting; all motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same; and the results of any votes, with a record of the individual vote of each member if a roll call is taken.

Contact Information:

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6. Meetings must be conducted in locations that are accessible to individuals with disabilities in accordance with Vermont's Public Accommodations Act, 9 V.S.A. Chapter 139.
7. Board and committee members may participate in meetings by electronic means. Those participating by electronic means must identify themselves when the meeting is convened and must be able to hear the conduct of the meeting and be heard throughout the meeting.
8. If a quorum or more of the members of a Board or Committee attend a meeting without being physically present at a designated meeting location, the agenda required for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the Board or Committee or one staff member or designee of the Board or Committee shall be physically present at each designated meeting location.

Written correspondence, email and telephone communications between board or committee members to schedule a meeting, organize an agenda or distribute materials to discuss at a meeting is NOT considered a meeting for purposes of the statute. However, written correspondence and email or recordings of conversation shall be available for public inspection and copying under the Public Records Act. 1 V.S.A. § 310(2).