



## Office of Mayor Miro Weinberger

### **EXECUTIVE ORDER**

#### **COMPLIANCE WITH OPEN MEETING LAW**

WHEREAS, the State of Vermont amended the Vermont Open Meeting Law, effective July 1, 2014; and

WHEREAS, all meetings of public bodies of the City are open to the public at all times, except during a valid executive session; and

WHEREAS, public bodies include the City Council, its committees, City commissions, City boards, and sub-committees of any of these groups;

NOW THEREFORE, exercising the authority vested in me as Mayor of the City of Burlington by Title V, Article 36, Section 116 of the Charter of the City of Burlington, I, Miro Weinberger, hereby issue the following executive order, effective immediately:

1. All City employees are expected to comply with Vermont's Open Meeting Law when working with members of public bodies.
2. Each City Department Head is charged with identifying the staff member(s) who serves as liaison to each public body associated with that Department and keeping that information updated with the Mayor's Office and the Clerk/Treasurer's Office.
3. Any City employee assigned as the staff liaison to any public body shall ensure that:
  - a. At least 48 hours prior to a regular meeting or 24 hours prior to a special meeting (or as soon as practicable before an emergency meeting), notice of and an agenda for the meeting are posted on both the City's website and physical bulletin boards by emailing the notice and agenda to the "Warned Meeting Group" in the City's Outlook email address list (the Clerk/Treasurer's Office will be responsible for ensuring that these addresses are up to date) at which point designated City staff members will post the notice and agenda on the website and on the following physical bulletin boards:
    - i. Outside the Clerk/Treasurer's Office in the lobby of City Hall;
    - ii. In the lobby of the Fletcher Free Library; and
    - iii. In the lobby of the Department of Public Works/Department of Parks, Recreation & Waterfront.

- b. At the same time, the notice is sent to the Burlington Free Press, Seven Days, and any other media outlet or person who has requested notice of special meetings of that public body.
  - c. Minutes are taken of the meeting and are posted in draft form on the City's website no later than five calendar days after the meeting.
  - d. If a meeting of the public body is to be held electronically, a City official is physically present at the designated meeting location within the City.
  - e. If a City employee receives written notice of an alleged violation of the Open Meeting Law, the notice is forwarded immediately to the chair of the public body, the Chief Administrative Officer, and the City Attorney so that a response can be generated within seven business days.
4. Each staff liaison and Department Head is responsible for ensuring that any complaints of potential Open Meeting Law violations are reported to the Chief Administrative Officer and the City Attorney.
  5. Any concerns about the current policy or practices are addressed by the Chief Administrative Officer, the City Attorney, or the Mayor's Office.

Dated this 23<sup>rd</sup> day of September, 2014.



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The Honorable Mayor Miro Weinberger