



Colorado Association of School Boards

CASB Connections Podcast Discussion Guide

Legal Topics 101: The Colorado Open Meetings Law Part I

Interview with Jennifer Mueller, CASB Chief Legal Counsel and General Counsel

1. What is the purpose of the Colorado Open Meetings Law (also known as the Colorado Sunshine Law)?
2. What is the definition of a public meeting?
3. How do text messages and email fall into this definition?
4. What practices does your board have in place to alleviate the possibility of holding a public meeting outside of a board meeting?
5. What are the three types of board meetings? What constitutes a quorum for your board?
6. What protocols are required in order to hold a regular board meeting? A special board meeting? A work session?
7. What are board members not allowed to do during work sessions? What protocols does your board have in place in order to stay on topic?
8. How does your board call a special meeting?
9. What practice does your board have in place in regard to board member attendance? What is your board policy for extenuating circumstances?
10. What is your board practice for holding executive sessions? What are the eight reasons your board can call an executive session and what are the steps that are required to hold an executive session?
11. What is the difference between discussion and strategy and what protocols does your board have in place to abide by this rule?
12. How does your board record meetings; electronically as well as the minutes?