



Open and Closed Meetings

Annual Compliance Refresher on CJA Rules 2-103 and 2-104



Meeting

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Gathering of a
Quorum
(in person or
electronic)

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To discuss
or act upon
Council
matters

[-] Chance or social
gatherings are exempt.



24 Hours

The Administrative Office of the Courts must provide public notice at least 24 hours before each meeting.

- ✓ Agenda (Topics must be listed with reasonable specificity; no final action on unlisted items)
- ✓ Date
- ✓ Time
- ✓ Place

The Emergency Exception

Unforeseen urgent matters permit suspension of the 24-hour rule only if:

- An attempt is made to notify all members.
- A quorum is present.
- A majority of those present vote to hold the meeting.

Closed Meetings

People & Security	Business & Legal
• Character, professional competence, or physical/mental health of an individual	• Collective bargaining or litigation
• Deployment of security personnel or devices	• Legal advice of counsel
• Allegations of criminal misconduct	• Real property transactions (purchase, exchange, lease, or sale under certain circumstances)
	• Consideration of non-public records

Procedure for Closing Meetings



Information Security Note: Attendees may not disclose closed-meeting information outside the session, except to other participants or Council members.

Minutes and Audio

	Audio Recording Required?	Minutes Required?	Sworn Statement Required?	Public Record?
Open Meeting	Yes	Yes	No	Yes (Audio & Minutes)
Closed Meeting (Standard)	Yes	No	No	No (Protected)
Closed Meeting (character, competence, security)	NO	NO	YES (Signed by Presiding Officer)	Yes (The sworn statement only)

Rule 2-103(5)(B) and Rule 2-104

Questions?