

# ***OPEN MEETING REQUIREMENTS OF THE COLORADO SUNSHINE LAW***

A Publication of the Office of Legislative Legal Services<sup>1</sup>

The Colorado Sunshine Law generally requires that any state or local governmental body that meets to discuss public business or to take formal action do so in meetings that are open to the public. Under the law (§ 24-6-402, C.R.S.), "meeting" refers to any kind of gathering, convened to discuss public business, whether in person, by telephone, electronically, or by other means of communication. Electronic mail messages can be considered "meetings" under the statute. The statute does not apply to chance meetings or social occasions where public business is not the central purpose of the meeting.

	<b>State Body</b>	<b>Local Body</b>
<b>DEFINITIONS:</b>	Any board, commission, or other advisory decision-making body of the state; state college or university board; the General Assembly; or any entity that has been delegated the governmental decision-making function.	Any board, commission, or other advisory decision-making body of a political subdivision of the state; or any entity that has been delegated the governmental decision-making function.
<b>MEMBERS:</b>	Two or more members of the body conducting business are subject to this law.	Three or more members of the body (or two members if two constitutes a quorum) conducting business are subject to this law.
<b>NOTICE:</b>	The statute requires full and timely notice, posted in its designated place within a reasonable time prior to the meeting.	The statute requires full and timely notice, posted in its designated place within a reasonable time prior to the meeting. A local body may comply by posting notice at least 24 hours prior to the meeting.

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<sup>1</sup> This summary contains information commonly requested from the Office of Legislative Legal Services. It does not represent an official legal position of the General Assembly or the State of Colorado and does not bind the members of the General Assembly. It is intended to provide a general overview of Colorado law as of the date of its preparation. Any person needing legal advice should consult his or her own lawyer and should not rely on the information in this memorandum.

**State body**

**Local body**

MINUTES:

Minutes of meetings must be taken and promptly recorded and are open to public inspection.

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EXECUTIVE SESSION:

Requires announcement of topic for discussion, citation to authorizing law, and a two-thirds vote of all members.

Requires announcement of topic for discussion, citation to authorizing law, and a two-thirds vote of the members present.

Discussions held in an executive session must be electronically recorded.

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No record or electronic recording is required to be kept of the portion of a discussion by the governing board of a state institution of higher education held in executive session that constitutes a privileged attorney-client communication.

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