

As a result of recent amendments to the Open Meetings Law, all CCEC meetings after June 14, 2022 must be conducted either in person or in a hybrid format.

Hybrid meetings have substantial requirements; councils are encouraged to consider these carefully before deciding whether they can meet in this format. These requirements include:

- A quorum of members must be in-person, at a location where the public can attend.
- Members who participate remotely do not need to give the public access to the location from which they are participating. But they must be identified, visible and heard (except for executive sessions) while the meeting is being conducted, and the minutes must identify which members participated remotely.
- Council members must be physically present at the meeting unless unable due to “extraordinary circumstances.” These include disability, illness, caregiving responsibilities, “or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.” The expectation is that council members will meet in person; members’ remote participation is allowed only under certain circumstances, and only if quorum is met in-person.
- Before a council can use videoconferencing, it must adopt a resolution authorizing the use of videoconferencing for meetings and addressing how committee and subcommittee meetings will be conducted. The resolution must be adopted following a public hearing.
 - Committees and subcommittees that are advisory only and include members of the public are not considered public bodies subject to OML; they may meet remotely.
- Councils that wish to use videoconferencing must amend their bylaws and adopt written guidelines governing hybrid meeting attendance by members and the public in compliance with OML requirements. These guidelines must be conspicuously posted on the council's website.
- Hybrid meetings must be recorded. The recordings must be posted/linked on the council’s website no later than 5 business days after the meeting and remain there for at least 5 years. The recordings must also be transcribed upon request.
- A council that wants to use videoconferencing must maintain an official website.
- The meeting notice must state that videoconferencing will be used, and include the meeting link and where documents will be posted/available as well as the physical location of the meeting. A previous amendment to OML requires documents that will be discussed at a meeting, such as resolutions, to be distributed at least 24 hours in advance.

- The public must be able to view the meeting via video and, where allowed, participate in real time on the same basis as in-person attendees. Accordingly, a strong and stable WiFi signal is essential, as well as a good microphone, multiple laptops/iPads and expert assistance. In addition, the technology used must meet ADA accessibility requirements.