



How to Schedule a Public Meeting

Establish Meeting Location Requirements

- What kind of a meeting is it?
- Who/how many will attend the meeting?
- Will you need audio/video?
- Is the location accessible to people with disabilities?

Reserve a Room

Room Reservation Contacts:

- Library: chapelhill.evanced.info – Log in as Departmental Admin and click Reserve Space. For login usernames, contact David Green dgreen@townofchapelhill.org or Beth Wright bwright@townofchapelhill.org.
- Parks and Recreation: Andrea Judge, ajudge@townofchapelhill.org, x 2836
- Public Works: Alison Hinks ahinks@townofchapelhill.org
- Town Hall: chapelhill.evanced.info – Log in as Departmental Admin and click Reserve Space. For login usernames, contact David Green dgreen@townofchapelhill.org or Beth Wright bwright@townofchapelhill.org.
- Transit: Sheryl Sherman, ssherman@townofchapelhill.org, x 4910
- Other public facilities and private venues
See Chapel Hill Visitor's Bureau at www.visitchapelhill.org/plan-a-meeting/meeting-venues
Contact: Linda Ekeland, 919-967-4127, lekeland@visitchapelhill.org

Publicize the Meeting

- Post to the website calendar at least 48 hours before the meeting. Must include who, when, where and why.
- How to post to the calendar available on the web stewards team site on the intranet
- See "How to Publish a Legal Notice"
- See "How to Write a News Release"

Event or Meeting?

Sometimes what seems like a social event can become a public meeting, which requires public notice; for example, when a majority of an official board is present at an event. Here is an example:

"Members of the GROUP have been invited to participate in the EVENT in LOCATION to STATE PURPOSE. See URL for more information. A majority of the GROUP members may attend this event making this event subject to open meetings laws."

Mayor/Council Committee Meetings

- Must include the following language in the calendar notice:

"Notice is being provided that this meeting, in addition to providing notice for a Mayor/Council Committee, would also constitute a meeting of the Town Council under the open meetings laws if five or more Council members attend. Only recommendations are formulated at committee meetings."

Recommendations will be considered at a regular Council meeting for official action by the Council."

- Town Manager must be notified by email

Canceling/Rescheduling a Meeting

- Update the Town's web calendar, but do not delete the calendar entry. Add "RESCHEDULED" or "CANCELED" at the end of the name of the meeting.
- Post a sign on the building's external door(s)
- Post a sign on the meeting room door
- Notify invited attendees
- Notify the room reservation contact so they can update their meeting room calendar. Security guard and others utilize this information.
- Email publicaffairs@townofchapelhill.org so they can update any other notices



Staff Penalties for Non-Compliance

Staff is expected to follow this guidance in scheduling and noticing all public meetings, as required by the NC Open Meetings Law.

Because the Town of Chapel Hill is an advocate for the public's right to know and encourages public participation, the following penalties have been established for not following these procedures:

- 1st failure – Department Head notified
- 2nd failure – Town Manger and Department Head notified (disciplinary issue)

