

## Open Meetings Training Statute

### **Section 551.005: Training for Members of Governmental Bodies**

Effective January 1, 2006, each elected or appointed public official who is a member of a governmental body subject to the Open Meetings Act must complete a course of training about his or her responsibilities under the act.

- **Those elected or appointed after January 1, 2006, must complete the training within 90 days after they take office.**

The Attorney General will ensure that the training is made available at no cost on the **internet or on DVD**.

The training course shall be at least one and no more than two hours long and must include instructions in the following subjects:

1. The general background of the legal requirements for open meetings;
2. The applicability of this chapter to governmental bodies;
3. Procedures and requirements regarding quorums, notice, and recordkeeping;
4. Procedures and requirements for holding an open meeting and for holding a closed meeting; and
5. Penalties and other consequences for failure to comply with this chapter.

## Open Meetings Training Process

### To view the Open Meetings Act training on the Internet:

- A. Visit the Attorney General's website at <https://www.texasattorneygeneral.gov/og/oma-training> and click on "Open Meetings Act Training Video" and video will begin to play. *At the end of the training, write the Access Code number that will appear on the screen.*
- B. Go back to the Open Government Training Information page and click on [https://www.texasattorneygeneral.gov/forms/openrec/og\\_certificates.php](https://www.texasattorneygeneral.gov/forms/openrec/og_certificates.php). Enter the Access Code and the date you viewed the video to print your certificate. Submit the certificate to the City Secretary's Office where it will be kept on file as required.
- C. If you need access to a computer, there are two options:
  1. The Irving Library's have computers available for public use. You may contact the library nearest to you to reserve a computer or the Central Library is open seven days a week and can be reached at 972-721-2606.
  2. The Senior Heritage Center has computers available for public use. Please call them at 972-721-2496 for their hours of operation.

### View the Open Meetings Act training on DVD:

- A. The City Secretary's Office has the Open Meetings Act training on DVD, and it is available to loan out for 1 to 3 days. Please contact Cecilia Castillo at 972-721-4901 to make arrangements to borrow the DVD. *At the end of the training video, make a note of the Access Code number that will appear on the screen.*
- B. When you return the DVD to the City Secretary's Office, submit the Access Code number and the date you took the training. We can print a certificate of completion in the office and provide you with a copy.

For those who have printed your certificate, you may fax it to 972-721-2384 or mail it to:

City Secretary's Office  
825 W. Irving Blvd.  
Irving, TX 75060

If you have any questions or need assistance with this process, please feel free to contact Shanae Jennings-Conley or Cecilia Castillo in the City Secretary's Office at **972-721-2493**.