



REGULAR BOARD MEETING

DAYTON COMMUNITY CENTER
Monday, March 9, 2020
6:00 PM

DAYTON COMMUNITY DEVELOPMENT CORPORATION
DAYTON COMMUNITY CENTER 801 S. CLEVELAND, DAYTON, TX 77535
REGULAR BOARD MEETING AGENDA
Monday, March 9, 2020 6:00 PM

1. **Call To Order**
2. **Invocation**
3. **Pledge**
4. **Roll Call**
5. **Citizen's Forum**
6. **Consent Items**

The purpose of the consent agenda is to streamline an open meeting by approving multiple items with one vote. If the Board desires to discuss an item on the consent agenda, they may do so within the Consent Agenda.

- a. Discussion and possible action on the approval of the Minutes of the February 10, 2020 Dayton Community Development Corporation Board of Directors Meeting.
- b. Discussion and possible action on the approval of the DCDC December 2019 Financial Statement.

- c. Discussion and possible action on the approval of the DCDC January 2020 Financial Statement.

7. Presentations

- a. Presentation on the Texas Open Meetings Act (Mike Fielder).

8. Discussion and possible action on entering into a depository contract for the 2020-2022 Fiscal Years (Rudy Zepeda).

9. Discussion and possible action on the International Council of Shopping Centers ReCon Conference.

10. Discussion and possible action on the Dayton Community Development Corporation Business Retention & Expansion Program.

11. Executive Session - Adjourn into Executive Session

DCDC Board President's Statement:

It is now _____ pm, and I hereby recess this regular session of the Dayton Community Development Corporation meeting and do hereby convene an executive session, said executive session authorized under the following sections of the Texas Government Code:

- a. Section 551.087 deliberation regarding economic development negotiations - to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate in the territory of the governmental body and with which the governmental body is conducting economic development negotiations, and
- b. Section 551.071 Consultation with Attorney.

Closed Executive Session

DCDC Board President's Statement:

The time is now _____ and I hereby close the executive session of the Dayton Community Development Corporation and do hereby reconvene the regular open session.

12. Staff Reports

- a. Presentation on Economic Indicators for the City of Dayton and Liberty County. (Jaime Hernandez).

13. Executive Director's Report

Update on DCDC Activities including: Marketing, Grants, Incentives, DCDC and Community Events or Programs, DCDC Activities and Operations, Retail, Business Attraction, Business Retention and Expansion, Downtown Revitalization, Buildings and Sites, Planning, Strategic Plan Implementation, DCDC Staff Activities.

- a. Executive Director Report on DCDC Activities.

14. Board President's Report

Update on DCDC Activities including: Marketing, Grants, Incentives, DCDC and Community Events or Programs, DCDC Activities and Operations, Retail, Business Attraction, Business Retention and Expansion, Downtown Revitalization, Buildings and Sites, Planning and Development Projects, Strategic Plan Implementation, DCDC Staff Activities.

- a. Board President Report on DCDC Activities (Wendell Null).

15. Report on City Activities

Update on City Activities including: Planning and Development Projects, Legislative, Capital Projects, Finance, Grants, Events, Library, Community Center, Road Projects, Marketing and Communications

- a. City Manager Report (Theo Melancon).

b. Report from the Mayor (Mayor Wadzeck).

16. Requests for Future Agenda Items

17. Adjourn

The Dayton Community Development Corporation reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Government Code, Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

If any accommodations for a disability are required, please notify the Administrative Specialist at 936-257.0055 at least two (2) working days prior to the date of the meeting. The building has handicap parking areas and is wheelchair accessible.

I hereby certify that the above shown notice of Meeting of Governing Body of the Dayton Community Development Corporation was posted at the Dayton Community Center and Dayton City Hall, which is readily accessible to the public at all times by 5:00 pm March 6, 2020.

Ann Marie Miller, Executive Director, DCDC



Dayton Community Development Corporation

March 9, 2020

Contact - Ann Marie Miller

ITEM:

Discussion and possible action on the approval of the Minutes of the February 10, 2020 Dayton Community Development Corporation Board of Directors Meeting.

SUMMARY

February 10, 2020 DCDC Board Meeting Minutes.

BACKGROUND/HISTORY

STAFF REVIEW AND ANALYSIS

FINANCIAL IMPACT

POSSIBLY ACTIONS

Approve
Amend
Take No Action

STAFF RECOMMENDATIONS

Approve minutes as presented.

ATTACHMENTS:

Description	Type	Upload Date
February 10, 2020 Board Meeting Minutes	Backup Material	3/4/2020

DAYTON COMMUNITY DEVELOPMENT CORPORATION
DAYTON COMMUNITY CENTER 801 S. CLEVELAND, DAYTON, TX 77535
REGULAR BOARD MEETING AGENDA
Monday, February 10, 2020 6:00 PM

1. Call To Order

Wendell Null called the meeting to order at 6:00 pm.

2. Invocation

C.D. Williams led the invocation.

3. Pledge

Honorable Alan D. Conner led the Pledge of Allegiance.

4. Citizen's Forum - Citizens will be allotted a 3 minute time frame to speak on non-agenda items.

None present.

5. Swearing In of Board Members

Honorable Alan D. Conner administered the oath of office to Wendell Null, Tonya Smikal, Nan Headrick and Alvin Burress, who were all reappointed for a two-year term by the Dayton City Council.

- a. Wendell Null - Voting
- b. Tonya Smikal - Voting
- c. Nan Headrick - Voting
- d. Alvin Burress - Voting

6. Roll Call

All DCDC Board members and the Executive Director were present. Ex-officio members, Theo Melancon, and Dr. Jessica Johnson. Counsel Mike Fielder and Honorable Alan D. Conner were also in attendance.

7. Nominations and possible action to elect Officer positions for the term February 2020 to January 2022.

President/Treasurer
Vice President
Secretary

Nan Headrick made a motion to nominate Wendell Null as Board President.. CD Williams seconded the motion. *Passed.*

Alvin Burress made a motion to nominate Nan Headrick as Board Vice President.. CD Williams seconded the motion. *Passed.*

Alvin Burress made a motion to nominate Tammy Pratka as Board Secretary.. seconded the motion. *Died for lack of Second.*

Nan Headrick made a motion to nominate Tonya Smikal as Board Secretary.. Tammy Pratka seconded the motion. *Passed.*

8. Consent Items

The purpose of the consent agenda is to streamline an open meeting by approving multiple items with one vote. If the Board desires to discuss an item on the consent agenda, they may do so within the Consent Agenda.

Tammy Pratka made a motion to approve the Consent Agenda items. Alvin Burress seconded the motion. *Passed.*

- a. Discussion and possible action on the approval of the minutes of January 14, 2020 Dayton Community Development Corporation Board of Directors Meeting.
- b. Discussion and possible action on the approval of the DCDC September 2019 Financial Statement.
- c. Discussion and possible action on the approval of the DCDC October 2019 Financial Statement.
- d. Discussion and possible action on the approval of the DCDC November 2019 Financial Statement.
- e. Discussion and possible action to approve the 2020 Dayton Community Development Corporation Board of Directors Meeting Schedule.

9. Workshop

- a. Discussion regarding DCDC Strategic Plan for 2020.

Executive Director, Ann Miller led the discussion on the DCDC Strategic Plan for 2020. Many of the items have been done. Others were prioritized by the direction of the Board by which the objectives were categorized on a scale of 1 - 4 greatest importance to least importance.

X. Action Items

- a. Discussion, nominations, and possible action to appoint board members to committees.

Appointments are as follows:

Grant/Incentive Committee - Nan Headrick, Dr. Lukas Chachere, Mayor Caroline Wadzeck

Outreach Committee - Tonya Smikal, Tammy Pratka, Alvin Burress, Andy Conner

Budget Committee - Wendell Null, Arlene Langham, Chris Brown, C.D. Williams (pending approval due to his securities license)

Alvin Burress made a motion to approve committee nominations as outlined above. Tammy Pratka seconded the motion. *Passed.*

- b. Discussion and possible action to approve the Dayton Driveway and Cross Connection Improvement Grant program.

Alvin Burress made a motion to approve the Dayton Driveway and Cross Connection Improvement Grant with the addition of adding drainage to language, pending legal review. Nan Headrick seconded the motion. *Passed.*; Abstain: Brown

- c. Discussion and possible action to amend the Dayton Community Development Corporation FY 19-20 Budget.

Alvin Burress made a motion to amend the DCDC FY 19-20 Budget as presented. Nan Headrick seconded the motion. *Passed.*

11. Executive Session - Adjourn into Executive Session

Wendell Null recessed the regular meeting and convened an executive session at 7:15 pm.

- a. Section 551.087 deliberation regarding economic development negotiations - to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate in the territory of the governmental body and with which the governmental body is conducting economic development negotiations, and
- b. Section 551.071 Consultation with Attorney.

Closed Executive Session

DCDC Board President's Statement:

The time is now ____ and I hereby close the executive session of the Dayton Community Development Corporation and do hereby reconvene the regular open session.

Wendell Null closed the executive session and reconvened the regular open session at 7:45 pm.

12. Presentations

- a. Presentation on the Retail Development Process.

Executive Director Ann Miller gave a presentation on the Retail Development Process contrasting what the public perception of it is and what it is in actuality, a complex wheel.

13. Executive Director's Report

- a. Executive Director Report on DCDC Activities

Executive Director Ann Miller gave an update on DCDC activities and staff. Analyst Jaime Hernandez will present to the Board next month as he is out on vacation.

14. Board President's Report

- a. Board President Report on DCDC Activities

Wendell Null discussed the recent DCDC trip to the ICSC conference and what his takeaways from it were.

15. Report on City Activities

a. City Manager Report

City Manager Theo Melancon gave a report on city activities. The city is focusing on infrastructure. In the past 40 days, Dayton has been awarded more sidewalk grants to the credit of the City Planning Department and the Goodman Corporation. Their Mobility and Infrastructure Strategic Plan has been approved. There are several street extension projects in the planning stages that would increase mobility around the city and alleviate traffic congestion issues once completed. Phase one of the progressive signalization of traffic lights on Hwy 90 is on track for completion by the end of February.

b. Report from the Mayor

16. Requests for Future Agenda Items

17. Adjourn

The meeting adjourned at 8:08 pm. Alvin Burress made a motion to to adjourn. Nan Headrick seconded the motion. *Passed.*



Dayton Community Development Corporation

March 9, 2020

Contact - Ann Marie Miller

ITEM:

Discussion and possible action on the approval of the DCDC December 2019 Financial Statement.

SUMMARY

December 2019 Financial Report

BACKGROUND/HISTORY

STAFF REVIEW AND ANALYSIS

FINANCIAL IMPACT

POSSIBLY ACTIONS

Approve
Take No Action

STAFF RECOMMENDATIONS

Approve Financials as presented.

ATTACHMENTS:

Description	Type	Upload Date
December 2019 Financials	Backup Material	3/6/2020



Dayton, TX

Bank Statement Register

Dayton Community Development Corp
Period 12/1/2019 - 12/31/2019

Bank Statement

General Ledger

Beginning Balance	370,280.01	Account Balance	340,487.25
Plus Debits	510,000.00	Less Outstanding Debits	1,344,371.28
Less Credits	487,350.58	Plus Outstanding Credits	1,396,813.46
Adjustments	646.98	Adjustments	646.98
Ending Balance	393,576.41	Adjusted Account Balance	393,576.41

Statement Ending Balance	393,576.41
Bank Difference	0.00
General Ledger Difference	0.00

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

600-82-1110 Cash In Bank

Adjustments

Item Date	Reference	Item Type	Description	Offsetting Account Number	Amount
12/31/2019	INT0000423	Interest	Interest on Account for Dec.	600-82-5412	646.98
Total Adjustments (1)					646.98

Cleared Deposits

Item Date	Reference	Item Type	Description	Amount
12/17/2019	TexPool Transfer to Deposit		TexPool Transfer to cover Grants	510,000.00
Total Cleared Deposits (1)				510,000.00

Cleared Checks

Item Date	Reference	Item Type	Description	Amount
11/08/2019	<u>5009</u>	Check	HERNANDEZ, JAIME	-81.94
11/20/2019	<u>60895</u>	Check	ENTERPRISE UAS, LLC	-4,300.00
12/04/2019	<u>60896</u>	Check	CANON FINANCIAL SERVICES, INC.	-509.25
12/04/2019	<u>60897</u>	Check	CITIBANK	-2,561.72
12/04/2019	<u>60899</u>	Check	CYNTHIA NORTHROP	-182.04
12/04/2019	<u>60900</u>	Check	DAYTON CHAMBER OF COMMERCE	-400.00
12/04/2019	<u>60901</u>	Check	DELL MARKETING L.P.	-170.98
12/04/2019	<u>60902</u>	Check	HUBSPOT	-5,610.00
12/04/2019	<u>60903</u>	Check	LONE STAR COLLEGE SYSTEM DISTRICT	-600.00
12/04/2019	<u>60904</u>	Check	CONVERGENCE, LLC	-4,900.00
12/04/2019	<u>60905</u>	Check	OFFICE DEPOT	-187.50

Cleared Checks

Item Date	Reference	Item Type	Description	Amount
12/04/2019	<u>60906</u>	Check	REAL MASSIVE, INC.	-166.67
12/04/2019	<u>60907</u>	Check	THRIFT-TEE FOOD CENTER	-50.72
12/06/2019	<u>5010</u>	Check	NORTHROP, CYNTHIA L.	-1,074.34
12/30/2019	<u>60908</u>	Check	TARVER ABSTRACT CO.	-451,785.54
Total Cleared Checks (15)				-472,580.70

Cleared Other

Item Date	Reference	Item Type	Description	Amount
12/06/2019	<u>DFT0000491</u>	EFT	Payroll EFT	-5,175.37
12/20/2019	<u>DFT0000518</u>	EFT	Payroll EFT	-5,188.37
12/23/2019	<u>DFT0000594</u>	Bank Draft	UNITED STATES TREASURY	-4,406.14
Total Cleared Other (3)				-14,769.88

Outstanding Checks

Item Date	Reference	Item Type	Description	Amount
10/25/2019	<u>60883</u>	Check	FIELDER & GUNTER ATTORNEYS	-4,828.00
12/31/2019	<u>60909</u>	Check	Ann Miller	-140.00
12/31/2019	<u>60910</u>	Check	Celida Lynn Cone	-10,000.00
12/31/2019	<u>60911</u>	Check	DAYTON CHAMBER OF COMMERCE	-2,750.00
12/31/2019	<u>60912</u>	Check	DAYTON INDEPENDENT SCHOOL DISTRICT	-1,447.80
12/31/2019	<u>60913</u>	Check	Heritage M. C., Inc.	-10,000.00
12/31/2019	<u>60914</u>	Check	Jaime Hernandez	-46.69
12/31/2019	<u>60915</u>	Check	LIBERTY COUNTY	-1,519.96
12/31/2019	<u>60916</u>	Check	MIKE'S BBQ & CATFISH	-596.40
12/31/2019	<u>60917</u>	Check	OFFICE DEPOT	-167.66
12/31/2019	<u>60918</u>	Check	REAL MASSIVE, INC.	-166.67
12/31/2019	<u>60919</u>	Check	TEXAS ECONOMIC DEVELOPMENT COUNCI	-779.00
12/31/2019	<u>60920</u>	Check	Randel Arnold	-20,000.00
Total Outstanding Checks (13)				-52,442.18

Outstanding Other

Item Date	Reference	Item Type	Description	Amount
09/30/2018	<u>MISC0000172</u>	Miscellaneous	to record FY18 ending audit AJE#1-33	167,091.24
09/30/2018	<u>MISC0000182</u>	Miscellaneous	to balance to final FY18 Audit	-1,344,371.28
09/30/2018	<u>MISC0000186</u>	Miscellaneous	to balance to final FY18 Audit	1,177,280.04
Total Outstanding Other (3)				0.00

Voided Checks

Item Date	Reference	Item Type	Description	Amount
12/04/2019	<u>60898</u>	Check	Void Check	0.00
Total Voided Checks (1)				0.00



Dayton, TX

Bank Statement Register

Transaction Summary

Transaction Type	Count	Outstanding	Cleared	Total
Bank Draft	1	0.00	-4,406.14	-4,406.14
Check	29	-52,442.18	-472,580.70	-525,022.88
Deposit	1	0.00	510,000.00	510,000.00
EFT	2	0.00	-10,363.74	-10,363.74
Miscellaneous	3	0.00	0.00	0.00
		-52,442.18	22,649.42	-29,792.76



PO BOX 10109
1900 SAM HOUSTON AVE
LIBERTY, TX 77575

RETURN SERVICE REQUESTED

>000732 3758275 0001 092291 10Z

DAYTON COMMUNITY DEVELOPMENT
CORPORATION
C/O THE CITY OF DAYTON
117 COOK ST
DAYTON TX 77535-2605



December 2019

Reporting Activity 11/30 - 12/31

Page 1 of 6

Managing Your Accounts

- Contact Us At First Liberty National Bank
- Call Center (936) 336-6471
- Tele-Banking (888) 336-5290
- Online Banking www.flnb.com
- Mailing Address P.O. Box 10109
Liberty, TX 77575

Summary of Accounts

Account Type	Account Number	Ending Balance
NOW PUBLIC FUND	96822	\$393,576.41

NOW PUBLIC FUND - 96822

Account Summary

Date	Description	Amount
11/30/2019	Beginning Balance	\$370,280.01
	18 Debit(s) This Period	\$487,350.58
	2 Credit(s) This Period	\$510,646.98
12/31/2019	Ending Balance	\$393,576.41

Interest Summary

Description	Amount
Interest Earned From 11/30/2019 Through 12/31/2019	
Annual Percentage Yield Earned	1.32%
Interest Days	32
Interest Earned	\$646.98
Interest Paid This Period	\$646.98
Interest Paid Year-to-Date	\$14,196.51
Interest Withheld Year-to-Date	\$0.00

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
5009	12/11/2019	\$81.94	60899*	12/12/2019	\$182.04	60904	12/17/2019	\$4,900.00
5010	12/12/2019	\$1,074.34	60900	12/17/2019	\$400.00	60905	12/13/2019	\$187.50
60895*	12/03/2019	\$4,300.00	60901	12/10/2019	\$170.98	60906	12/11/2019	\$166.67
60896	12/11/2019	\$509.25	60902	12/11/2019	\$5,610.00	60907	12/13/2019	\$50.72
60897	12/16/2019	\$2,561.72	60903	12/16/2019	\$600.00	60908	12/30/2019	\$451,785.54

* Indicates skipped check number

Electronic Debits

Date	Description	Amount
12/06/2019	DAYTON COMMUNITY PPDPAAYROLL XXXXX0550	-\$5,175.37
12/20/2019	DAYTON COMMUNITY PPDPAAYROLL XXXXX0550	-\$5,188.37
12/23/2019	IRS USATAXPYMT 270975710088983	-\$4,406.14

Deposits

Date	Description	Amount
12/17/2019	WIRE TRANSFER CREDIT	\$510,000.00



00732 3758275 0001/0001 003367 0000/0000

NOW PUBLIC FUND - 96822 (continued)

Other Credits

Date	Description	Amount
12/31/2019	INTEREST AT 1.3165 %	\$646.98

Daily Balances

Date	Amount	Date	Amount	Date	Amount
12/03/2019	\$365,980.01	12/12/2019	\$353,009.42	12/20/2019	\$849,121.11
12/06/2019	\$360,804.64	12/13/2019	\$352,771.20	12/23/2019	\$844,714.97
12/10/2019	\$360,633.66	12/16/2019	\$349,609.48	12/30/2019	\$392,929.43
12/11/2019	\$354,265.80	12/17/2019	\$854,309.48	12/31/2019	\$393,576.41

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



Dayton, TX

Cash Analysis Report

Account Summary

Date Range: 12/01/2019 - 12/31/2019

	Beginning Balance	Bank Drafts	Checks	Deposits	EFTs	SVC Charges	Interest	Misc / None	Net Change	Ending Balance	Avg Daily Bal
600 - Dayton Community Development Corp	361,070.07	-4,406.14	-515,812.94	510,000.00	-10,363.74	0.00	646.98	0.00	-19,935.84	341,134.23	554,797.97
600-82-1110	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
600-82-1111	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
600-82-1114	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
600-82-1115	1,025,229.01	0.00	0.00	0.00	0.00	0.00	0.00	-510,000.00	-510,000.00	515,229.01	778,454.82
600-82-1129	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 600 Total:	1,386,299.08	-4,406.14	-515,812.94	510,000.00	-10,363.74	0.00	646.98	-510,000.00	-529,935.84	856,363.24	



Dayton, TX

Budget Report Account Summary

For Fiscal: 2019-2020 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 600 - Dayton Community Development Corp							
Revenue							
<u>600-82-5115</u>	Sales & Use Tax	849,600.00	849,600.00	66,681.27	66,681.27	-782,918.73	92.15 %
<u>600-82-5412</u>	Interest	17,000.00	17,000.00	646.98	2,996.17	-14,003.83	82.38 %
	Revenue Total:	866,600.00	866,600.00	67,328.25	69,677.44	-796,922.56	91.96 %
Expense							
<u>600-82-6102</u>	Salaries	252,253.00	252,253.00	15,812.43	55,822.17	196,430.83	77.87 %
<u>600-82-6103</u>	Merit Pay Increases	1,562.00	1,562.00	0.00	0.00	1,562.00	100.00 %
<u>600-82-6104</u>	Payroll Taxes	25,381.00	25,381.00	1,209.07	4,286.77	21,094.23	83.11 %
<u>600-82-6108</u>	Employee Insurance	46,000.00	46,000.00	3,301.50	11,005.71	34,994.29	76.07 %
<u>600-82-6110</u>	Retirement	19,366.00	19,366.00	1,179.60	4,164.31	15,201.69	78.50 %
<u>600-82-6118</u>	Auto & Travel	11,000.00	11,000.00	46.69	2,160.15	8,839.85	80.36 %
<u>600-82-6150</u>	Training	10,850.00	10,850.00	779.00	1,875.50	8,974.50	82.71 %
<u>600-82-6153</u>	Lodging	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<u>600-82-6210</u>	Publications	4,550.00	4,550.00	0.00	0.00	4,550.00	100.00 %
<u>600-82-6215</u>	Dues, Subscriptions & Membership	5,000.00	5,000.00	3,015.00	3,225.00	1,775.00	35.50 %
<u>600-82-6311</u>	Board Expenses	5,000.00	5,000.00	596.40	5,782.18	-782.18	-15.64 %
<u>600-82-6320</u>	Supplies & Materials	18,100.00	18,100.00	316.42	5,585.59	12,514.41	69.14 %
<u>600-82-6330</u>	Telecommunications	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<u>600-82-6331</u>	Postage	150.00	150.00	0.00	0.00	150.00	100.00 %
<u>600-82-6350</u>	IT Software, Services, & Support	0.00	0.00	0.00	5,610.00	-5,610.00	0.00 %
<u>600-82-6410</u>	Audit & Accounting	2,600.00	2,600.00	0.00	0.00	2,600.00	100.00 %
<u>600-82-6415</u>	Insurance	800.00	800.00	0.00	0.00	800.00	100.00 %
<u>600-82-6420</u>	Legal	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
<u>600-82-6421</u>	Grants & Incentives	242,500.00	242,500.00	70,000.00	70,000.00	172,500.00	71.13 %
<u>600-82-6422</u>	Promotion & Hospitality	52,500.00	52,500.00	0.00	1,020.00	51,480.00	98.06 %
<u>600-82-6450</u>	Professional Services/Consultant	64,500.00	64,500.00	9,832.97	20,066.31	44,433.69	68.89 %
<u>600-82-6510</u>	Parts, Repairs & Maint	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>600-82-6518</u>	Lease Payments	17,000.00	17,000.00	335.92	893.92	16,106.08	94.74 %
<u>600-82-6810</u>	Capital Outlay	0.00	0.00	455,435.43	743,390.61	-743,390.61	0.00 %
<u>600-82-6852</u>	Misc - Unallocated Expenses	500.00	500.00	0.00	0.00	500.00	100.00 %
	Expense Total:	808,112.00	808,112.00	561,860.43	934,888.22	-126,776.22	-15.69 %
Fund: 600 - Dayton Community Development Corp Surplus (Deficit)		58,488.00	58,488.00	-494,532.18	-865,210.78	-923,698.78	1,579.30 %
Report Surplus (Deficit):		58,488.00	58,488.00	-494,532.18	-865,210.78	-923,698.78	1,579.30 %



Dayton, TX

Expense Approval Report

By Fund

Payment Dates 12/01/2019 - 12/31/2019

Payment Number	Vendor Name	Payment Date	Description (Item)	Account Number	Amount
Fund: 600 - Dayton Community Development Corp					
60905	OFFICE DEPOT	12/04/2019	Office Supplies for DCDC	600-82-6320	97.66
60905	OFFICE DEPOT	12/04/2019	Office Supplies for DCDC	600-82-6320	24.87
60905	OFFICE DEPOT	12/04/2019	Office Supplies for DCDC	600-82-6320	39.98
60907	THRIFT-TEE FOOD CENTER	12/04/2019	Office Supplies for DCDC	600-82-6320	50.72
60897	CITIBANK	12/04/2019	Dell Active Pen-Credit	600-82-6311	-4.95
60897	CITIBANK	12/04/2019	Dell Chromebook-Credit	600-82-6311	-21.36
60897	CITIBANK	12/04/2019	Dell External USB Slim DVD-Cr	600-82-6311	-2.89
60897	CITIBANK	12/04/2019	Dell Kit Universal Dock-Credit	600-82-6311	-32.17
60897	CITIBANK	12/04/2019	Amazon-Mount for Cynthla's	600-82-6320	27.05
60897	CITIBANK	12/04/2019	Amazon-Office Supplies and	600-82-6320	84.72
60897	CITIBANK	12/04/2019	Amazon-Office Supplies and	600-82-6320	5.99
60905	OFFICE DEPOT	12/04/2019	Office Supplies for DCDC	600-82-6320	24.99
60897	CITIBANK	12/04/2019	Subway-Food for Board Meeti	600-82-6311	125.54
60897	CITIBANK	12/04/2019	Grammarly-Grammar proof fo	600-82-6320	139.95
60897	CITIBANK	12/04/2019	Internation-Webinar T.Melanc	600-82-6150	149.00
60904	CONVERGENCE, LLC	12/04/2019	CRM Software	600-82-6450	4,900.00
60897	CITIBANK	12/04/2019	Uber-Trip to Dinner-TN Trip	600-82-6118	30.96
60897	CITIBANK	12/04/2019	Uber-Trip to Dinner-TN Trip	600-82-6118	13.17
60897	CITIBANK	12/04/2019	Uber-Trip to Dinner-TN Trip	600-82-6118	24.41
60897	CITIBANK	12/04/2019	Uber-Trip from Dinner-TN Trip	600-82-6118	7.62
60897	CITIBANK	12/04/2019	Amazon-Office Supplies and	600-82-6320	48.74
60902	HUBSPOT	12/04/2019	CRM Software Base Platform	600-82-6350	5,610.00
60899	CYNTHIA NORTHROP	12/04/2019	Airport parking-OU-EDI	600-82-6118	82.99
60899	CYNTHIA NORTHROP	12/04/2019	Mileage to and from airport-O	600-82-6118	72.00
60899	CYNTHIA NORTHROP	12/04/2019	Laptop Case	600-82-6320	27.05
60897	CITIBANK	12/04/2019	The Curtis-Cynthia's Training L	600-82-6118	1,041.75
60897	CITIBANK	12/04/2019	Walmart-Pumpkin Contest Su	600-82-6320	19.20
60897	CITIBANK	12/04/2019	Adobe-Computer Software	600-82-6320	31.88
60897	CITIBANK	12/04/2019	Walmart-Candy for Halloween	600-82-6320	43.55
60917	OFFICE DEPOT	12/31/2019	Office Supplies	600-82-6320	24.03
60917	OFFICE DEPOT	12/31/2019	Office Supplies	600-82-6320	30.99
60903	LONE STAR COLLEGE SYSTEM	12/04/2019	CDI 2020 Registration Fees-J.	600-82-6150	600.00
60897	CITIBANK	12/04/2019	Airbnb-Lodging in CA	600-82-6118	429.56
60897	CITIBANK	12/04/2019	Internation-Registration	600-82-6150	400.00
60906	REAL MASSIVE, INC.	12/04/2019	Data Export Services-5/2019 t	600-82-6450	166.67
60901	DELL MARKETING L.P.	12/04/2019	DCDC Board Member Comput	600-82-6311	170.98
60896	CANON FINANCIAL SERVICES,	12/04/2019	Copier Contract Charge and	600-82-6320	230.25
60896	CANON FINANCIAL SERVICES,	12/04/2019	Copier Contract Charge and	600-82-6518	279.00
60900	DAYTON CHAMBER OF COMM	12/04/2019	Sign and T-Shirt Sponsor-Cand	600-82-6422	150.00
60918	REAL MASSIVE, INC.	12/31/2019	Data Export Services for Dec.	600-82-6450	166.67
60919	TEXAS ECONOMIC DEVELOPM	12/31/2019	Ann Miller - 2019 Rural Broad	600-82-6150	79.00
60900	DAYTON CHAMBER OF COMM	12/04/2019	2020 Chamber Membership	600-82-6215	250.00
60914	Jaime Hernandez	12/31/2019	Mileage to Royal Soneste Trai	600-82-6118	46.69
DFT0000594	UNITED STATES TREASURY	12/23/2019	FEDERAL WITHHOLDING	600-82-2151	928.61
DFT0000594	UNITED STATES TREASURY	12/23/2019	SOCIAL SECURITY	600-82-2152	889.50
DFT0000594	UNITED STATES TREASURY	12/23/2019	MEDICARE	600-82-2166	208.02
DFT0000594	UNITED STATES TREASURY	12/23/2019	FEDERAL WITHHOLDING	600-82-2151	132.85
DFT0000594	UNITED STATES TREASURY	12/23/2019	SOCIAL SECURITY	600-82-2152	175.38
DFT0000594	UNITED STATES TREASURY	12/23/2019	MEDICARE	600-82-2166	41.02
60910	Celida Lynn Cone	12/31/2019	BIG Grant for Facade	600-82-6421	10,000.00
60913	Heritage M. C., Inc.	12/31/2019	BIG Grant for Facade	600-82-6421	10,000.00
60920	Randel Arnold	12/31/2019	BIG Grant for Facade	600-82-6421	20,000.00
60916	MIKE'S BBQ & CATFISH	12/31/2019	Catering for Holiday Party	600-82-6311	596.40

Expense Approval Report

Payment Dates: 12/01/2019 - 12/31/2019

Payment Number	Vendor Name	Payment Date	Description (Item)	Account Number	Amount
60917	OFFICE DEPOT	12/31/2019	Office Supplies	600-82-6320	15.00
60917	OFFICE DEPOT	12/31/2019	Office Supplies	600-82-6320	30.99
60917	OFFICE DEPOT	12/31/2019	Office Supplies	600-82-6320	66.65
60911	DAYTON CHAMBER OF COMM	12/31/2019	2020 Membership Dues	600-82-6215	2,750.00
DFT0000594	UNITED STATES TREASURY	12/23/2019	FEDERAL WITHHOLDING	600-82-2151	930.56
DFT0000594	UNITED STATES TREASURY	12/23/2019	SOCIAL SECURITY	600-82-2152	891.68
DFT0000594	UNITED STATES TREASURY	12/23/2019	MEDICARE	600-82-2166	208.52
60919	TEXAS ECONOMIC DEVELOPM	12/31/2019	Jaime Hernandez - 2020 Wint	600-82-6150	700.00
60915	LIBERTY COUNTY	12/31/2019	358 S Twn Liberty, Tract 42 83	600-82-6810	772.38
60915	LIBERTY COUNTY	12/31/2019	358 S Twn Liberty, Tract 29 41	600-82-6810	747.58
60912	DAYTON INDEPENDENT SCHO	12/31/2019	358 S Twn Liberty, Tract 29 41	600-82-6810	712.09
60912	DAYTON INDEPENDENT SCHO	12/31/2019	358 S Twn Liberty, Tract 42 83	600-82-6810	735.71
60908	TARVER ABSTRACT CO.	12/30/2019	Land Purchase at 802 E. High	600-82-6810	451,785.54
60909	Ann Miller	12/31/2019	Reimbursement for Police Offi	600-82-6450	140.00
Fund 600 - Dayton Community Development Corp Total:					519,144.74
Grand Total:					519,144.74



Dayton, TX

Detail Report Account Detail

Date Range: 12/01/2019 - 12/31/2019

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 600 - Dayton Community Development Corp						
<u>600-82-6102</u>	Salaries	40,009.74	15,812.43	15,812.43	0.00	55,822.17
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits Credits Running Balance
12/06/2019	PYPKT00634	PYPKT00634 - DCDC	PYPKT00634 - DCDC PP 11/16/19-11/29/19:			7,190.26 47,200.00
12/06/2019	PYPKT00635	PYPKT00635 - DCDC	PYPKT00635 - DCDC Northrop 11/16/19-11/			1,414.40 48,614.40
12/20/2019	PYPKT00640	PYPKT00640 - DCDC	PYPKT00640 - DCDC PP 11/30/19-12/13/19:			7,207.77 55,822.17
<u>600-82-6104</u>	Payroll Taxes	3,077.70	1,209.07	1,209.07	0.00	4,286.77
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits Credits Running Balance
12/06/2019	PYPKT00634	PYPKT00634 - DCDC	PYPKT00634 - DCDC PP 11/16/19-11/29/19:			550.77 3,628.47
12/06/2019	PYPKT00635	PYPKT00635 - DCDC	PYPKT00635 - DCDC Northrop 11/16/19-11/			108.20 3,736.67
12/20/2019	PYPKT00640	PYPKT00640 - DCDC	PYPKT00640 - DCDC PP 11/30/19-12/13/19:			550.10 4,286.77
<u>600-82-6108</u>	Employee Insurance	7,704.21	3,301.50	3,301.50	0.00	11,005.71
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits Credits Running Balance
12/06/2019	PYPKT00634	PYPKT00634 - DCDC	PYPKT00634 - DCDC PP 11/16/19-11/29/19:			1,650.78 9,354.99
12/20/2019	PYPKT00640	PYPKT00640 - DCDC	PYPKT00640 - DCDC PP 11/30/19-12/13/19:			1,650.72 11,005.71
<u>600-82-6110</u>	Retirement	2,984.71	1,179.60	1,179.60	0.00	4,164.31
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits Credits Running Balance
12/06/2019	PYPKT00634	PYPKT00634 - DCDC	PYPKT00634 - DCDC PP 11/16/19-11/29/19:			536.39 3,521.10
12/06/2019	PYPKT00635	PYPKT00635 - DCDC	PYPKT00635 - DCDC Northrop 11/16/19-11/			105.51 3,626.61
12/20/2019	PYPKT00640	PYPKT00640 - DCDC	PYPKT00640 - DCDC PP 11/30/19-12/13/19:			537.70 4,164.31
<u>600-82-6118</u>	Auto & Travel	2,113.46	46.69	46.69	0.00	2,160.15
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits Credits Running Balance
12/05/2019	APPKT02175	20191205	Mileage to Royal Soneste Training	02-278 - Jaime Hernandez		46.69 2,160.15
<u>600-82-6150</u>	Training	1,096.50	779.00	779.00	0.00	1,875.50
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits Credits Running Balance
12/03/2019	APPKT02175	11525	Ann Miller - 2019 Rural Broadband Webinar	02-96 - TEXAS ECONOMIC DEVELOPMENT		79.00 1,175.50
12/23/2019	APPKT02175	11660	Jaime Hernandez - 2020 Winter DEDC	02-96 - TEXAS ECONOMIC DEVELOPMENT		700.00 1,875.50

Detail Report

Date Range: 12/01/2019 - 12/31/2019

Account	Name			Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<u>600-82-6215</u>	Dues, Subscriptions & Memberships			210.00	3,015.00	3,015.00	0.00	3,225.00
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
12/04/2019	APPKT02103	49408	2020 Chamber Membership	02-16 - DAYTON CHAMBER OF COMMERCE		250.00		460.00
12/06/2019	APPKT02231	49581	Chamber Luncheon - 1 Ticket	02-16 - DAYTON CHAMBER OF COMMERCE		15.00		475.00
12/20/2019	APPKT02175	49617	2020 Membership Dues	02-16 - DAYTON CHAMBER OF COMMERCE		2,750.00		3,225.00
<u>600-82-6311</u>	Board Expenses			5,185.78	596.40	596.40	0.00	5,782.18
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
12/18/2019	APPKT02175	477405	Catering for Holiday Party	02-296 - MIKE'S BBQ & CATFISH		596.40		5,782.18
<u>600-82-6320</u>	Supplies & Materials			5,269.17	316.42	316.42	0.00	5,585.59
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
12/13/2019	APPKT02231	20869953	Copier Contract & Metered Service Usage -	02-221 - CANON FINANCIAL SERVICES, INC.		152.87		5,422.04
12/19/2019	APPKT02175	418754306001	Office Supplies	02-224 - OFFICE DEPOT		15.00		5,437.04
12/19/2019	APPKT02175	418754503001	Office Supplies	02-224 - OFFICE DEPOT		30.99		5,468.03
12/19/2019	APPKT02175	418762903001	Office Supplies	02-224 - OFFICE DEPOT		66.65		5,534.68
12/20/2019	APPKT02231	418754504001	Office Supplies	02-224 - OFFICE DEPOT		16.89		5,551.57
12/30/2019	APPKT02231	420788436001	Office Supplies	02-224 - OFFICE DEPOT		34.02		5,585.59
<u>600-82-6421</u>	Grants & Incentives			0.00	70,000.00	70,000.00	0.00	70,000.00
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
12/18/2019	APPKT02175	20191218	BIG Grant for Facade	02-301 - Celida Lynn Cone		10,000.00		10,000.00
12/18/2019	APPKT02175	20191218	BIG Grant for Facade	02-303 - Heritage M. C., Inc.		10,000.00		20,000.00
12/18/2019	APPKT02175	20191218	BIG Grant for Facade	02-302 - Randel Arnold		20,000.00		40,000.00
12/18/2019	APPKT02179	20191218	BIG Grant Payment for LDM Enterprises	02-305 - ARNOLD CONSTRUCTION CO. INC.		30,000.00		70,000.00
<u>600-82-6450</u>	Professional Services/Consultant			10,233.34	9,832.97	9,832.97	0.00	20,066.31
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
12/01/2019	APPKT02175	INV2019-10122	Data Export Services for Dec. 2019	02-288 - REAL MASSIVE, INC.		166.67		10,400.01
12/17/2019	APPKT02293	2120673443	Jan.-Dec. 2020 DCDC Zoom Prospector Rene	02-248 - GIS PLANNING, INC.		9,000.00		19,400.01
12/19/2019	APPKT02231	194873	Annual Fee Renewal for SSL Certificate	02-240 - CIVICPLUS		526.30		19,926.31
12/31/2019	APPKT02175	INV0015260	Reimbursement for Police Officer @ Holiday	02-304 - Ann Miller		140.00		20,066.31
<u>600-82-6518</u>	Lease Payments			558.00	335.92	335.92	0.00	893.92
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
12/13/2019	APPKT02231	20869953	Copier Contract & Metered Service Usage -	02-221 - CANON FINANCIAL SERVICES, INC.		335.92		893.92

Detail Report













Date Range: 12/01/2019 - 12/31/2019

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
600-82-6810	Capital Outlay	287,955.18	455,435.43	455,435.43	0.00	743,390.61

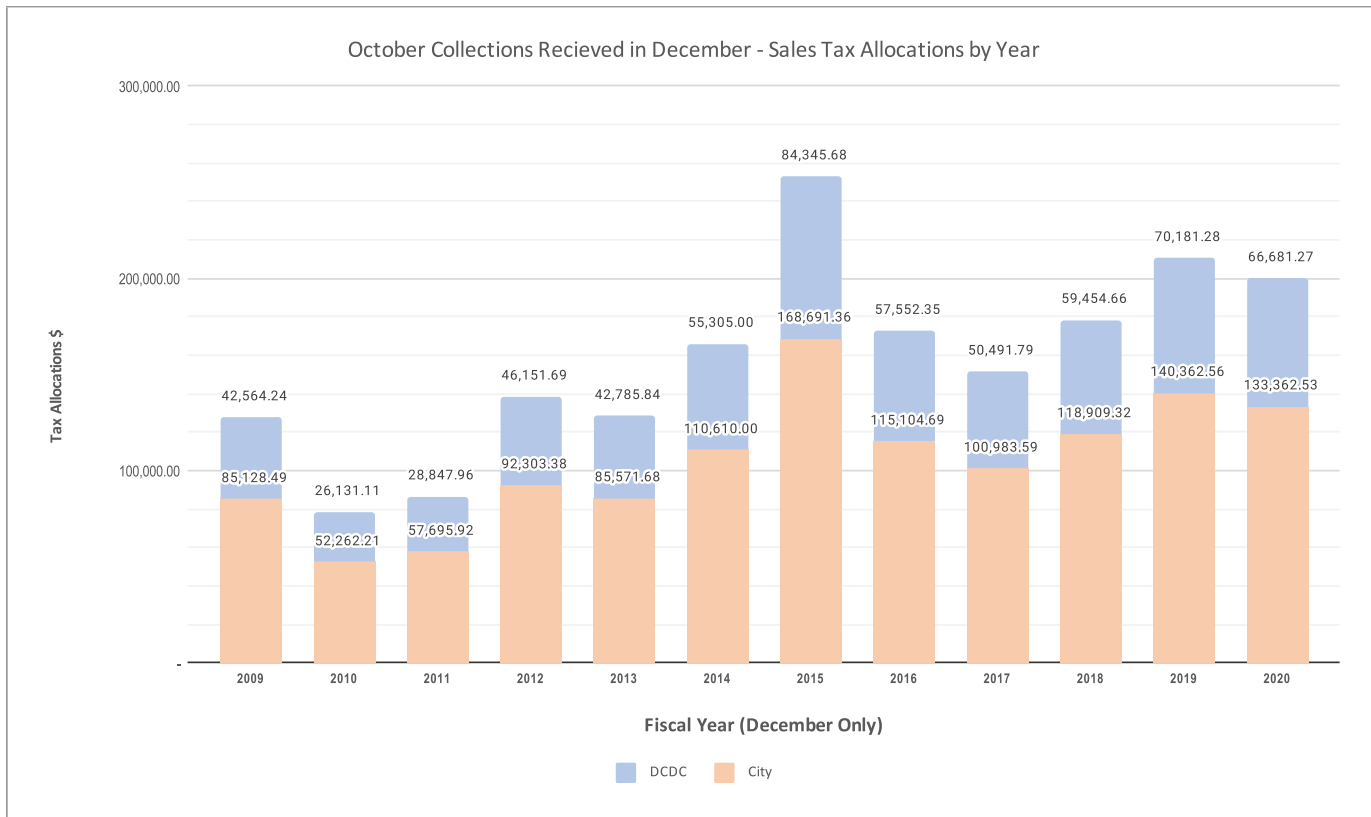
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance		
12/26/2019	APPKT02175	168803-1912	358 S Twn Liberty, Tract 42 83, Acres 2.534	02-293 - LIBERTY COUNTY		772.38		288,727.56		
12/26/2019	APPKT02175	28174-1912	358 S Twn Liberty, Tract 29 41 85, Acres 8.2	02-293 - LIBERTY COUNTY		747.58		289,475.14		
12/26/2019	APPKT02231	123339-2001	200 Lowe St., Acres: 2.4115	02-293 - LIBERTY COUNTY		682.13		290,157.27		
12/27/2019	APPKT02175	28174-3462	358 S Twn Liberty, Tract 29 41 85, Acres 8.2	02-56 - DAYTON INDEPENDENT SCHOOL DI		712.09		290,869.36		
12/27/2019	APPKT02175	93000340-3464	358 S Twn Liberty, Tract 42 83, Acres 2.534	02-56 - DAYTON INDEPENDENT SCHOOL DI		735.71		291,605.07		
12/30/2019	APPKT02169	20191230	Land Purchase at 802 E. Highway 90	02-294 - TARVER ABSTRACT CO.		451,785.54		743,390.61		
Total Fund: 600 - Dayton Community Development Corp:						366,397.79	561,860.43	561,860.43	0.00	928,258.22
Grand Totals:						366,397.79	561,860.43	561,860.43	0.00	928,258.22

Sales Tax Collections Recieved in December for October

DECEMBER TOTAL (Historical)

Fiscal Year	City	DCDC	Total Period Collections	% Increase /Decrease	YTD	% Increase /Decrease	Annual Trend
2009	85,128.49	42,564.24	127,692.73	27.3%	127,692.73	27.3%	
2010	52,262.21	26,131.11	78,393.32	-38.6%	78,393.32	-38.6%	
2011	57,695.92	28,847.96	86,543.88	10.4%	86,543.88	10.4%	
2012	92,303.38	46,151.69	138,455.07	60.0%	138,455.07	60.0%	
2013	85,571.68	42,785.84	128,357.52	-7.3%	128,357.52	-7.3%	
2014	110,610.00	55,305.00	165,915.00	29.3%	165,915.00	29.3%	
2015	168,691.36	84,345.68	253,037.04	52.5%	253,037.04	52.5%	
2016	115,104.69	57,552.35	172,657.04	-31.8%	172,657.04	-31.8%	
2017	100,983.59	50,491.79	151,475.38	-12.3%	151,475.38	-12.3%	
2018	118,909.32	59,454.66	178,363.98	17.8%	178,363.98	17.8%	
2019	140,362.56	70,181.28	210,543.84	18.0%	210,543.84	18.0%	
2020	133,362.53	66,681.27	200,043.80	-5.0%	200,043.80	-5.0%	

Source: <https://mactexas.com/IssuerAccess/SalesTaxCharts/SalesTaxCharts/100682/1011467?page=1>



	City	DCDC	Total
FY 20 Budget	1,733,184	866,592	2,599,776

	City	DCDC	Total
FY20 Updated Projection	1,791,102	895,551	2,686,654



Budget Change	57,918	28,959	86,878
	3.3%		



Dayton Community Development Corporation

March 9, 2020

Contact - Ann Marie Miller

ITEM:

Discussion and possible action on the approval of the DCDC January 2020 Financial Statement.

SUMMARY

January 2020 DCDC Financials

BACKGROUND/HISTORY

STAFF REVIEW AND ANALYSIS

FINANCIAL IMPACT

POSSIBLY ACTIONS

Approve

Take No Action

STAFF RECOMMENDATIONS

Approve Financials as presented.

ATTACHMENTS:

Description

January 2020 Financials

Type

Backup Material

Upload Date

3/6/2020



Dayton, TX

Bank Statement Register

Dayton Community Development Corp

Period 1/1/2020 - 1/31/2020

Bank Statement

General Ledger

Beginning Balance	393,576.41	Account Balance	281,046.61
Plus Debits	0.00	Less Outstanding Debits	1,344,637.60
Less Credits	103,065.86	Plus Outstanding Credits	1,354,101.54
Adjustments	363.58	Adjustments	363.58
Ending Balance	290,874.13	Adjusted Account Balance	290,874.13

Statement Ending Balance	290,874.13
Bank Difference	0.00
General Ledger Difference	0.00

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

600-82-1110 Cash In Bank

Adjustments

Item Date	Reference	Item Type	Description	Offsetting Account Number	Amount
01/31/2020	INT0000424	Interest	Interest on Account for Jan.	600-82-5412	363.58
Total Adjustments (1)					363.58

Cleared Checks

Item Date	Reference	Item Type	Description	Amount
10/25/2019	<u>60883</u>	Check	FIELDER & GUNTER ATTORNEYS	-4,828.00
12/31/2019	<u>60909</u>	Check	Ann Miller	-140.00
12/31/2019	<u>60910</u>	Check	Celida Lynn Cone	-10,000.00
12/31/2019	<u>60911</u>	Check	DAYTON CHAMBER OF COMMERCE	-2,750.00
12/31/2019	<u>60912</u>	Check	DAYTON INDEPENDENT SCHOOL DISTRICT	-1,447.80
12/31/2019	<u>60913</u>	Check	Heritage M. C., Inc.	-10,000.00
12/31/2019	<u>60915</u>	Check	LIBERTY COUNTY	-1,519.96
12/31/2019	<u>60917</u>	Check	OFFICE DEPOT	-167.66
12/31/2019	<u>60918</u>	Check	REAL MASSIVE, INC.	-166.67
12/31/2019	<u>60919</u>	Check	TEXAS ECONOMIC DEVELOPMENT COUNCIL	-779.00
12/31/2019	<u>60920</u>	Check	Randel Arnold	-20,000.00
01/06/2020	<u>60921</u>	Check	ARNOLD CONSTRUCTION CO. INC.	-30,000.00
01/24/2020	<u>60922</u>	Check	CANON FINANCIAL SERVICES, INC.	-925.00
01/24/2020	<u>60923</u>	Check	CIVICPLUS	-526.30
01/24/2020	<u>60930</u>	Check	PAPPY'S BBQ	-187.00
Total Cleared Checks (15)				-83,437.39

Cleared Other

Item Date	Reference	Item Type	Description	Amount
01/03/2020	<u>DFT0000531</u>	EFT	Payroll EFT	-5,175.37
01/03/2020	<u>DFT0000534</u>	Bank Draft	UNITED STATES TREASURY	-2,026.13
01/17/2020	<u>DFT0000546</u>	EFT	Payroll EFT	-5,180.67
01/17/2020	<u>DFT0000549</u>	Bank Draft	UNITED STATES TREASURY	-2,020.83
01/27/2020	<u>DFT0000595</u>	Bank Draft	TEXAS WORKFORCE COMMISSION	-15.90
01/31/2020	<u>DFT0000553</u>	EFT	Payroll EFT	-5,209.57
Total Cleared Other (6)				-19,628.47

Outstanding Deposits

Item Date	Reference	Item Type	Description	Amount
01/28/2020	<u>Refund from AT&T</u>	Deposit	Refund from AT&T Bill that was paid after	266.32
Total Outstanding Deposits (1)				266.32

Outstanding Checks

Item Date	Reference	Item Type	Description	Amount
12/31/2019	<u>60914</u>	Check	Jaime Hernandez	-46.69
12/31/2019	<u>60916</u>	Check	MIKE'S BBQ & CATFISH	-596.40
01/24/2020	<u>60924</u>	Check	DAYTON CHAMBER OF COMMERCE	-15.00
01/24/2020	<u>60925</u>	Check	DAYTON INDEPENDENT SCHOOL DISTRICT	-383.11
01/24/2020	<u>60926</u>	Check	FIELDER & GUNTER ATTORNEYS	-441.15
01/24/2020	<u>60927</u>	Check	iGroupsOnline, Inc.	-5,000.00
01/24/2020	<u>60928</u>	Check	LIBERTY COUNTY	-682.13
01/24/2020	<u>60929</u>	Check	OFFICE DEPOT	-77.69
01/24/2020	<u>60931</u>	Check	REAL MASSIVE, INC.	-166.67
01/31/2020	<u>60932</u>	Check	UNITED STATES TREASURY	-294.00
Total Outstanding Checks (10)				-7,702.84

Outstanding Other

Item Date	Reference	Item Type	Description	Amount
09/30/2018	<u>MISC0000172</u>	Miscellaneous	to record FY18 ending audit AJE#1-33	167,091.24
09/30/2018	<u>MISC0000182</u>	Miscellaneous	to balance to final FY18 Audit	-1,344,371.28
09/30/2018	<u>MISC0000186</u>	Miscellaneous	to balance to final FY18 Audit	1,177,280.04
01/31/2020	<u>DFT0000563</u>	Bank Draft	UNITED STATES TREASURY	-2,027.42
Total Outstanding Other (4)				-2,027.42

Voided Checks

Item Date	Reference	Item Type	Description	Amount
01/31/2020	<u>60933</u>	Check	Void Check	0.00
Total Voided Checks (1)				0.00



Dayton, TX

Bank Statement Register

Transaction Summary

Transaction Type	Count	Outstanding	Cleared	Total
Bank Draft	4	-2,027.42	-4,062.86	-6,090.28
Check	26	-7,702.84	-83,437.39	-91,140.23
Deposit	1	266.32	0.00	266.32
EFT	3	0.00	-15,565.61	-15,565.61
Miscellaneous	3	0.00	0.00	0.00
		-9,463.94	-103,065.86	-112,529.80

PO BOX 10109
1900 SAM HOUSTON AVE
LIBERTY, TX 77575

RETURN SERVICE REQUESTED

>000737 3878107 0001 092291 10Z

DAYTON COMMUNITY DEVELOPMENT
CORPORATION
C/O THE CITY OF DAYTON
117 COOK ST
DAYTON TX 77535-2605



January 2020

Reporting Activity 01/01 - 01/31

Page 1 of 6

Managing Your Accounts

- | | | |
|---|-----------------|--|
|  | Contact Us At | First Liberty National Bank |
|  | Call Center | (936) 336-6471 |
|  | Tele-Banking | (888) 336-5290 |
|  | Online Banking | www.flnb.com |
|  | Mailing Address | P.O. Box 10109
Liberty, TX 77575 |

Summary of Accounts

Account Type	Account Number	Ending Balance
NOW PUBLIC FUND	96822	\$290,874.13

NOW PUBLIC FUND - 96822

Account Summary

Date	Description	Amount
01/01/2020	Beginning Balance	\$393,576.41
	21 Debit(s) This Period	\$103,065.86
	1 Credit(s) This Period	\$363.58
01/31/2020	Ending Balance	\$290,874.13

Interest Summary

Description	Amount
Interest Earned From 01/01/2020 Through 01/31/2020	
Annual Percentage Yield Earned	1.28%
Interest Days	31
Interest Earned	\$363.58
Interest Paid This Period	\$363.58
Interest Paid Year-to-Date	\$363.58
Interest Withheld Year-to-Date	\$0.00

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
60883	01/27/2020	\$4,828.00	60913	01/08/2020	\$10,000.00	60920	01/07/2020	\$20,000.00
60909*	01/03/2020	\$140.00	60915*	01/21/2020	\$1,519.96	60921	01/15/2020	\$30,000.00
60910	01/28/2020	\$10,000.00	60917*	01/13/2020	\$167.66	60922	01/30/2020	\$925.00
60911	01/14/2020	\$2,750.00	60918	01/22/2020	\$166.67	60923	01/31/2020	\$526.30
60912	01/15/2020	\$1,447.80	60919	01/13/2020	\$779.00	60930*	01/30/2020	\$187.00

* Indicates skipped check number

Electronic Debits

Date	Description	Amount
01/03/2020	DAYTON COMMUNITY PDPAYROLL XXXXX0550	-\$5,175.37
01/06/2020	IRS USATAXPYMT 270040673845457	-\$2,026.13
01/17/2020	DAYTON COMMUNITY PDPAYROLL XXXXX0550	-\$5,180.67
01/21/2020	IRS USATAXPYMT 270042184508918	-\$2,020.83
01/27/2020	TXWORKFORCECOMM DEBIT (512)463-2325	-\$15.90
01/31/2020	DAYTON COMMUNITY PDPAYROLL XXXXX0550	-\$5,209.57

[illegible]

NOW PUBLIC FUND - 96822 (continued)

Other Credits

Date	Description	Amount
01/31/2020	INTEREST AT 1.2685 %	\$363.58

Daily Balances

Date	Amount	Date	Amount	Date	Amount
01/03/2020	\$388,261.04	01/14/2020	\$352,538.25	01/27/2020	\$307,358.42
01/06/2020	\$386,234.91	01/15/2020	\$321,090.45	01/28/2020	\$297,358.42
01/07/2020	\$366,234.91	01/17/2020	\$315,909.78	01/30/2020	\$296,246.42
01/08/2020	\$356,234.91	01/21/2020	\$312,368.99	01/31/2020	\$290,874.13
01/13/2020	\$355,288.25	01/22/2020	\$312,202.32		

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date	Previous year-to-date
Total Overdraft Fees	\$0.00	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00	\$0.00





Dayton, TX

Cash Analysis Report

Account Summary

Date Range: 01/01/2020 - 01/31/2020

	Beginning Balance	Bank Drafts	Checks	Deposits	EFTs	SVC Charges	Interest	Misc / None	Net Change	Ending Balance	Avg Daily Bal
600 - Dayton Community Development Corp											
600-82-1110	341,134.23	-6,090.28	-38,698.05	266.32	-15,565.61	0.00	363.58	0.00	-59,724.04	281,410.19	303,383.26
600-82-1111	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
600-82-1114	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
600-82-1115	515,229.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	515,229.01	515,229.01
600-82-1129	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 600 Total:	856,363.24	-6,090.28	-38,698.05	266.32	-15,565.61	0.00	363.58	0.00	-59,724.04	796,639.20	



Dayton, TX

Budget Report Account Summary

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 600 - Dayton Community Development Corp							
Revenue							
<u>600-82-5115</u>	Sales & Use Tax	849,600.00	849,600.00	58,223.33	124,904.60	-724,695.40	85.30 %
<u>600-82-5412</u>	Interest	17,000.00	17,000.00	363.58	3,359.75	-13,640.25	80.24 %
	Revenue Total:	866,600.00	866,600.00	58,586.91	128,264.35	-738,335.65	85.20 %
Expense							
<u>600-82-6102</u>	Salaries	252,253.00	252,253.00	21,570.78	77,392.95	174,860.05	69.32 %
<u>600-82-6103</u>	Merit Pay Increases	1,562.00	1,562.00	0.00	0.00	1,562.00	100.00 %
<u>600-82-6104</u>	Payroll Taxes	25,381.00	25,381.00	1,792.05	6,078.82	19,302.18	76.05 %
<u>600-82-6108</u>	Employee Insurance	46,000.00	46,000.00	3,301.50	14,307.21	31,692.79	68.90 %
<u>600-82-6110</u>	Retirement	19,366.00	19,366.00	1,542.32	5,706.63	13,659.37	70.53 %
<u>600-82-6118</u>	Auto & Travel	11,000.00	11,000.00	0.00	2,160.15	8,839.85	80.36 %
<u>600-82-6150</u>	Training	10,850.00	10,850.00	0.00	1,875.50	8,974.50	82.71 %
<u>600-82-6153</u>	Lodging	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<u>600-82-6210</u>	Publications	4,550.00	4,550.00	0.00	0.00	4,550.00	100.00 %
<u>600-82-6215</u>	Dues, Subscriptions & Membership	5,000.00	5,000.00	525.00	3,750.00	1,250.00	25.00 %
<u>600-82-6311</u>	Board Expenses	5,000.00	5,000.00	187.00	5,969.18	-969.18	-19.38 %
<u>600-82-6320</u>	Supplies & Materials	18,100.00	18,100.00	130.63	5,716.22	12,383.78	68.42 %
<u>600-82-6330</u>	Telecommunications	4,000.00	4,000.00	-266.32	-266.32	4,266.32	106.66 %
<u>600-82-6331</u>	Postage	150.00	150.00	0.00	0.00	150.00	100.00 %
<u>600-82-6350</u>	IT Software, Services, & Support	0.00	0.00	0.00	5,610.00	-5,610.00	0.00 %
<u>600-82-6410</u>	Audit & Accounting	2,600.00	2,600.00	0.00	0.00	2,600.00	100.00 %
<u>600-82-6415</u>	Insurance	800.00	800.00	0.00	0.00	800.00	100.00 %
<u>600-82-6420</u>	Legal	20,000.00	20,000.00	441.15	441.15	19,558.85	97.79 %
<u>600-82-6421</u>	Grants & Incentives	242,500.00	242,500.00	0.00	70,000.00	172,500.00	71.13 %
<u>600-82-6422</u>	Promotion & Hospitality	52,500.00	52,500.00	500.00	1,520.00	50,980.00	97.10 %
<u>600-82-6450</u>	Professional Services/Consultant	64,500.00	64,500.00	166.67	20,232.98	44,267.02	68.63 %
<u>600-82-6510</u>	Parts, Repairs & Maint	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>600-82-6518</u>	Lease Payments	17,000.00	17,000.00	332.36	1,226.28	15,773.72	92.79 %
<u>600-82-6810</u>	Capital Outlay	0.00	0.00	383.11	743,773.72	-743,773.72	0.00 %
<u>600-82-6852</u>	Misc - Unallocated Expenses	500.00	500.00	0.00	0.00	500.00	100.00 %
	Expense Total:	808,112.00	808,112.00	30,606.25	965,494.47	-157,382.47	-19.48 %
Fund: 600 - Dayton Community Development Corp Surplus (Deficit)		58,488.00	58,488.00	27,980.66	-837,230.12	-895,718.12	1,531.46 %
Report Surplus (Deficit):		58,488.00	58,488.00	27,980.66	-837,230.12	-895,718.12	1,531.46 %



Dayton, TX

Expense Approval Report

By Fund

Payment Dates 01/01/2020 - 01/31/2020

Payment Number	Vendor Name	Payment Date	Description (Item)	Account Number	Amount
Fund: 600 - Dayton Community Development Corp					
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	47.91
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	39.03
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	22.47
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	28.54
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	28.13
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	1.91
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	17.08
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	17.08
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	7.84
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	4.77
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	24.81
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	28.95
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	5.83
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	5.15
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	5.88
DFT0000595	TEXAS WORKFORCE COMMIS	01/27/2020	UNEMPLOYMENT	600-82-2165	3.53
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	5.43
DFT0000595	TEXAS WORKFORCE COMMIS	01/27/2020	UNEMPLOYMENT	600-82-2165	3.26
60932	UNITED STATES TREASURY	01/31/2020	FUTA	600-82-2165	3.19
DFT0000595	TEXAS WORKFORCE COMMIS	01/27/2020	UNEMPLOYMENT	600-82-2165	3.53
60927	iGroupsOnline, Inc.	01/24/2020	Prospect Development Confer	600-82-6450	5,000.00
DFT0000595	TEXAS WORKFORCE COMMIS	01/27/2020	UNEMPLOYMENT	600-82-2165	3.57
60924	DAYTON CHAMBER OF COMM	01/24/2020	Chamber Luncheon - 1 Ticket	600-82-6215	15.00
DFT0000595	TEXAS WORKFORCE COMMIS	01/27/2020	UNEMPLOYMENT	600-82-2165	2.01
60922	CANON FINANCIAL SERVICES,	01/24/2020	Copier Contract & Metered Se	600-82-6320	152.87
60922	CANON FINANCIAL SERVICES,	01/24/2020	Copier Contract & Metered Se	600-82-6518	335.92
60921	ARNOLD CONSTRUCTION CO.	01/06/2020	BIG Grant Payment for LDM E	600-82-6421	30,000.00
60923	CIVICPLUS	01/24/2020	Annual Fee Renewal for SSL C	600-82-6450	526.30
60929	OFFICE DEPOT	01/24/2020	Office Supplies	600-82-6320	16.89
60928	LIBERTY COUNTY	01/24/2020	200 Lowe St., Acres: 2.4115	600-82-6810	682.13
60929	OFFICE DEPOT	01/24/2020	Office Supplies	600-82-6320	34.02
60931	REAL MASSIVE, INC.	01/24/2020	Date Export Services - Jan. 20	600-82-6450	166.67
60925	DAYTON INDEPENDENT SCHO	01/24/2020	200 Lowe St, TR 16, Acres 2.4	600-82-6810	383.11
60929	OFFICE DEPOT	01/24/2020	Office Supplies	600-82-6320	26.78
DFT0000534	UNITED STATES TREASURY	01/03/2020	FEDERAL WITHHOLDING	600-82-2151	928.61
DFT0000534	UNITED STATES TREASURY	01/03/2020	SOCIAL SECURITY	600-82-2152	889.50
DFT0000534	UNITED STATES TREASURY	01/03/2020	MEDICARE	600-82-2166	208.02
60926	FIELDER & GUNTER ATTORNE	01/24/2020	Monthly Charges for Dec 201	600-82-6420	441.15
60922	CANON FINANCIAL SERVICES,	01/24/2020	Copier Contract and Meter Us	600-82-6320	103.85
60922	CANON FINANCIAL SERVICES,	01/24/2020	Copier Contract and Meter Us	600-82-6518	332.36
60930	PAPPY'S BBQ	01/24/2020	17 Baked Potato Dinner Plates	600-82-6311	187.00
DFT0000549	UNITED STATES TREASURY	01/17/2020	FEDERAL WITHHOLDING	600-82-2151	923.31
DFT0000549	UNITED STATES TREASURY	01/17/2020	SOCIAL SECURITY	600-82-2152	889.50
DFT0000549	UNITED STATES TREASURY	01/17/2020	MEDICARE	600-82-2166	208.02
DFT0000563	UNITED STATES TREASURY	01/31/2020	FEDERAL WITHHOLDING	600-82-2151	927.32
DFT0000563	UNITED STATES TREASURY	01/31/2020	SOCIAL SECURITY	600-82-2152	891.58
DFT0000563	UNITED STATES TREASURY	01/31/2020	MEDICARE	600-82-2166	208.52
Fund 600 - Dayton Community Development Corp Total:					44,788.33
Grand Total:					44,788.33



Dayton, TX

Detail Report Account Detail

Date Range: 01/01/2020 - 01/31/2020

Account		Name		Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 600 - Dayton Community Development Corp								
<u>600-82-6102</u>		Salaries		55,822.17	21,570.78	21,570.78	0.00	77,392.95
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
01/03/2020	PYPKT00652	PYPKT00652 - DCDC	PYPKT00652 - DCDC PP 12/14/19-12/27/19:			7,190.26		63,012.43
01/17/2020	PYPKT00677	PYPKT00677 - DCDC	PYPKT00677 - DCDC PP 12/28/19-01/10/20:			7,190.26		70,202.69
01/31/2020	PYPKT00698	PYPKT00698 - DCDC	PYPKT00698 - DCDC PP 01/11/20-01/24/20:			7,190.26		77,392.95
<u>600-82-6104</u>		Payroll Taxes		4,286.77	1,792.05	1,792.05	0.00	6,078.82
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
01/03/2020	PYPKT00652	PYPKT00652 - DCDC	PYPKT00652 - DCDC PP 12/14/19-12/27/19:			614.19		4,900.96
01/17/2020	PYPKT00677	PYPKT00677 - DCDC	PYPKT00677 - DCDC PP 12/28/19-01/10/20:			602.69		5,503.65
01/31/2020	PYPKT00698	PYPKT00698 - DCDC	PYPKT00698 - DCDC PP 01/11/20-01/24/20:			575.17		6,078.82
<u>600-82-6108</u>		Employee Insurance		11,005.71	3,301.50	3,301.50	0.00	14,307.21
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
01/03/2020	PYPKT00652	PYPKT00652 - DCDC	PYPKT00652 - DCDC PP 12/14/19-12/27/19:			1,650.78		12,656.49
01/17/2020	PYPKT00677	PYPKT00677 - DCDC	PYPKT00677 - DCDC PP 12/28/19-01/10/20:			1,650.72		14,307.21
<u>600-82-6110</u>		Retirement		4,164.31	1,542.32	1,542.32	0.00	5,706.63
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
01/03/2020	PYPKT00652	PYPKT00652 - DCDC	PYPKT00652 - DCDC PP 12/14/19-12/27/19:			536.39		4,700.70
01/17/2020	PYPKT00677	PYPKT00677 - DCDC	PYPKT00677 - DCDC PP 12/28/19-01/10/20:			514.11		5,214.81
01/31/2020	PYPKT00698	PYPKT00698 - DCDC	PYPKT00698 - DCDC PP 01/11/20-01/24/20:			491.82		5,706.63
<u>600-82-6215</u>		Dues, Subscriptions & Memberships		3,225.00	525.00	525.00	0.00	3,750.00
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
01/27/2020	APPKT02293	10047	TEDC Annual Membership for Ann Miller	02-96 - TEXAS ECONOMIC DEVELOPMENT		525.00		3,750.00
<u>600-82-6311</u>		Board Expenses		5,782.18	187.00	187.00	0.00	5,969.18
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
01/14/2020	APPKT02231	7788	17 Baked Potato Dinner Plates	02-99 - PAPPY'S BBQ		187.00		5,969.18













Detail Report

Date Range: 01/01/2020 - 01/31/2020

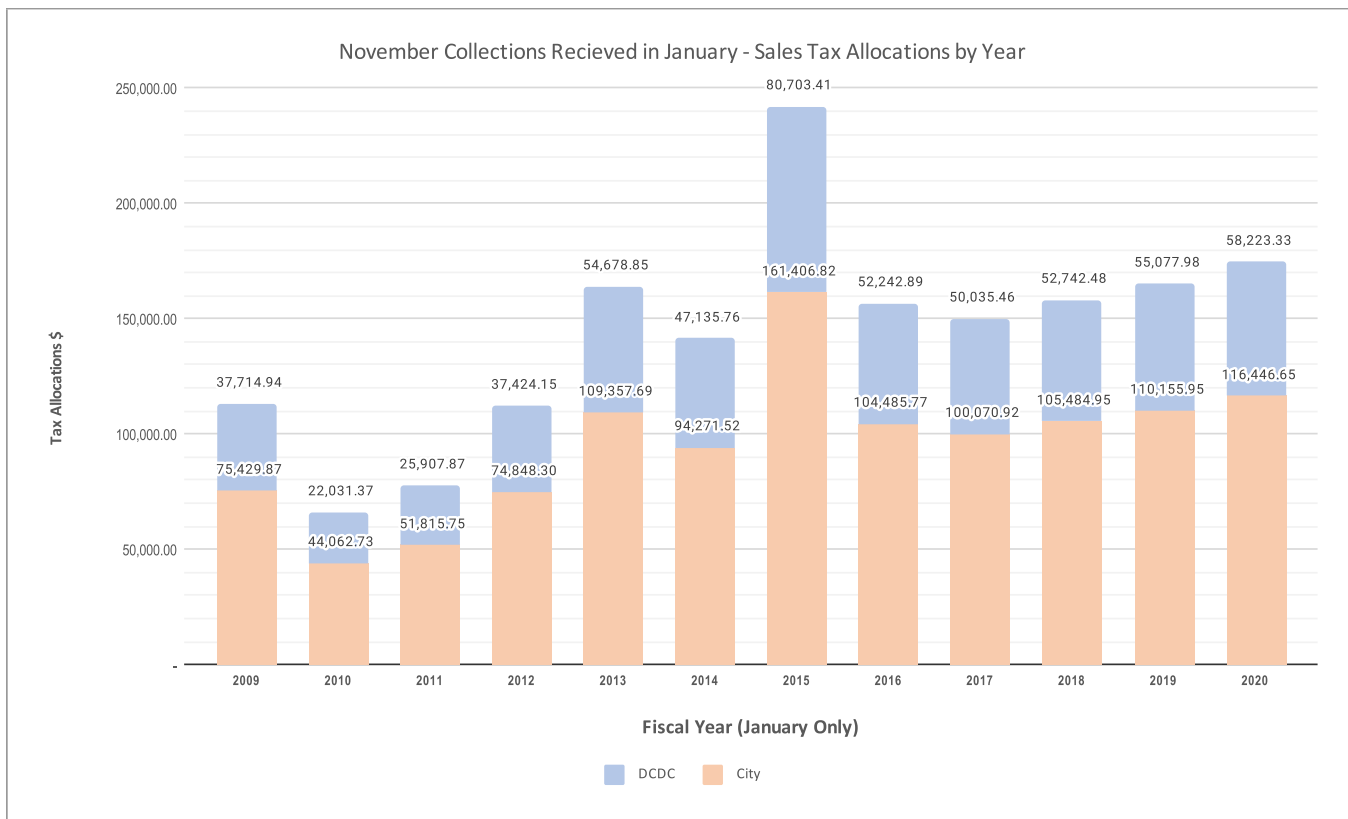
Account	Name		Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<u>600-82-6320</u>	Supplies & Materials		5,585.59	130.63	130.63	0.00	5,716.22
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits Running Balance
01/03/2020	APPKT02231	420930426001	Office Supplies	02-224 - OFFICE DEPOT		26.78	5,612.37
01/13/2020	APPKT02231	20983868	Copier Contract and Meter Usage - Jan 20	02-221 - CANON FINANCIAL SERVICES, INC.		103.85	5,716.22
<u>600-82-6330</u>	Telecommunications		0.00	-266.32	0.00	266.32	-266.32
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits Running Balance
01/28/2020	GLPKT06553	JN02143	Refund from AT&T Bill that was paid after th				266.32 -266.32
<u>600-82-6420</u>	Legal		0.00	441.15	441.15	0.00	441.15
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits Running Balance
01/07/2020	APPKT02231	200107	Monthly Charges for Dec 2019 Meetings	02-14 - FIELDER & GUNTER ATTORNEYS		441.15	441.15
<u>600-82-6422</u>	Promotion & Hospitality		1,020.00	500.00	500.00	0.00	1,520.00
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits Running Balance
01/25/2020	APPKT02293	20200125	VIP Table at Boots and Bullets	02-285 - DAYTON VOLUNTEER FIRE DEPART		500.00	1,520.00
<u>600-82-6450</u>	Professional Services/Consultant		20,066.31	166.67	166.67	0.00	20,232.98
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits Running Balance
01/01/2020	APPKT02231	INV2019-10123	Date Export Services - Jan. 2020	02-288 - REAL MASSIVE, INC.		166.67	20,232.98
<u>600-82-6518</u>	Lease Payments		893.92	332.36	332.36	0.00	1,226.28
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits Running Balance
01/13/2020	APPKT02231	20983868	Copier Contract and Meter Usage - Jan 20	02-221 - CANON FINANCIAL SERVICES, INC.		332.36	1,226.28
<u>600-82-6810</u>	Capital Outlay		743,390.61	383.11	383.11	0.00	743,773.72
Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits Running Balance
01/02/2020	APPKT02231	21766-123339	200 Lowe St, TR 16, Acres 2.4115	02-56 - DAYTON INDEPENDENT SCHOOL DI		383.11	743,773.72
Total Fund: 600 - Dayton Community Development Corp:			855,242.57	30,606.25	30,872.57	266.32	885,848.82
Grand Totals:			855,242.57	30,606.25	30,872.57	266.32	885,848.82

Sales Tax Collections Recieved in January for November

JANUARY TOTAL (Historical)

Fiscal Year	City	DCDC	Total Period Collections	% Increase /Decrease	YTD	% Increase /Decrease	Annual Trend
2009	75,429.87	37,714.94	113,144.81	29.4%	240,837.54	28.3%	
2010	44,062.73	22,031.37	66,094.10	-41.6%	144,487.42	-40.0%	
2011	51,815.75	25,907.87	77,723.62	17.6%	164,267.50	13.7%	
2012	74,848.30	37,424.15	112,272.45	44.5%	250,727.52	52.6%	
2013	109,357.69	54,678.85	164,036.54	46.1%	292,394.06	16.6%	
2014	94,271.52	47,135.76	141,407.28	-13.8%	307,322.28	5.1%	
2015	161,406.82	80,703.41	242,110.23	71.2%	495,147.27	61.1%	
2016	104,485.77	52,242.89	156,728.66	-35.3%	329,385.70	-33.5%	
2017	100,070.92	50,035.46	150,106.38	-4.2%	301,581.76	-8.4%	
2018	105,484.95	52,742.48	158,227.43	5.4%	336,591.41	11.6%	
2019	110,155.95	55,077.98	165,233.93	4.4%	375,777.77	11.6%	
2020	116,446.65	58,223.33	174,669.98	5.7%	374,713.78	-0.3%	

Source: <https://mactexas.com/IssuerAccess/SalesTaxCharts/SalesTaxCharts/100682/1011467?page=1>



	City	DCDC	Total
FY 20 Budget	1,733,184	866,592	2,599,776

	City	DCDC	Total
FY20 Updated Projection	1,791,102	895,551	2,686,654



Budget Change	57,918	28,959	86,878
	3.3%		



Dayton Community Development Corporation

March 9, 2020

Contact - Mike Fielder

ITEM:

Presentation on the Texas Open Meetings Act (Mike Fielder).

SUMMARY

BACKGROUND/HISTORY

STAFF REVIEW AND ANALYSIS

FINANCIAL IMPACT

POSSIBLY ACTIONS

STAFF RECOMMENDATIONS

ATTACHMENTS:

Description	Type	Upload Date
Texas 2020 Open Meeting Act Handbook	Backup Material	3/6/2020
Texas Open Meetings Act	Backup Material	3/6/2020



THE OFFICE OF THE ATTORNEY GENERAL OF TEXAS

OPEN MEETINGS ACT *Handbook* 2020





KEN PAXTON
ATTORNEY GENERAL OF TEXAS

Dear Fellow Texans:

Founding Father James Madison once wrote that democracy without information was “but prologue to a farce or a tragedy,” and he regarded the diffusion of knowledge as “the only guardian of true liberty.” Texas law has long agreed the inherent right of Texans to govern themselves depends on their ability to observe how public officials are conducting the people’s business. That is why the Texas Open Meetings Act was enacted, to ensure that Texas government is transparent, open, and accountable to all Texans.

At its core, the Texas Open Meetings Act simply requires government entities to keep public business, well, open to the public. This *Open Meetings Act Handbook* is intended to help public officials comply with the various provisions of the Texas Open Meetings Act and to familiarize the public with using the Open Meetings Act as a resource for obtaining information about their government. The handbook is available on the Internet and as a printable document at www.texasattorneygeneral.gov/openmeetings_hb.pdf.

As Attorney General, I am proud of my office’s efforts to promote open government. We’ve established an Open Government Hotline for anyone seeking a better understanding of their rights and responsibilities under the law. The toll-free number is 877-OPEN TEX (877-673-6839).

Public access to the proceedings and decision-making processes of government is essential to a properly-functioning and free state. It is my sincere hope that this handbook will make it easier for public officials and citizens to understand and comply with the Texas Open Meetings Act.

Best regards,

A handwritten signature in black ink that reads "Ken Paxton". The signature is written in a cursive, flowing style.

Ken Paxton
Attorney General of Texas

Table of Contents

I. Introduction	1
A. Open Meetings Act	1
B. A Governmental Body Must Hold a Meeting to Exercise its Powers	1
C. Quorum and Majority Vote	2
D. Other Procedures	3
II. Recent Amendments	4
A. Section 551.001(2). Definitions	4
B. Section 551.007. Public Testimony	4
C. Section 551.045. Exception to General Rule: Notice of Emergency Meeting or Emergency Addition to Agenda.....	4
D. Section 551.047. Special Notice to News Media of Emergency Meeting or Emergency Addition to Agenda.....	5
E. Section 551.1283. Governing Body of Certain Water Districts: Internet Posting of Meeting Materials; Recording of Certain Hearings	5
F. Section 551.142. Mandamus; Injunction.....	6
G. Section 551.143. Prohibited Series of Communications; Offense; Penalty	6
H. Section 436.054. Meetings of Texas Military Preparedness Commission	6
III. Noteworthy Decisions Since 2018 <i>Handbook</i>	8
A. Judicial Decisions.....	8
B. Attorney General Decisions	11
IV. Training for Members of Governmental Bodies	12
V. Governmental Bodies	14
A. Definition.....	14
B. State-Level Governmental Bodies.....	15
C. Local Governmental Bodies	16
D. Committees and Subcommittees of Governmental Bodies	18
E. Advisory Bodies	19
F. Public and Private Entities That Are Not Governmental Bodies.....	20
G. Legislature	20
VI. Meetings.....	22
A. Definitions	22
B. Deliberations Among a Quorum of a Governmental Body or Between a Quorum and a Third Party	22
C. Gathering at Which a Quorum Receives Information from or Provides Information to a Third Party	23
D. Informal or Social Meetings	24
E. Discussions Among a Quorum through a Series of Communications	25

F. Meetings Using Telephone, Videoconference, and the Internet	26
VII. Notice Requirements.....	31
A. Content	31
B. Sufficiency.....	31
C. Generalized Terms	34
D. Time of Posting	35
E. Place of Posting	37
F. Internet Posting of Notice and Meeting Materials	41
G. Emergency Meetings: Providing and Supplementing Notice.....	41
H. Recess in a Meeting: Postponement in Case of a Catastrophe	44
I. County Clerk May Charge a Fee for Posting Notice.....	45
VIII. Open Meetings	46
A. Convening the Meeting	46
B. Location of the Meeting	46
C. Rights of the Public	46
D. Final Actions.....	48
IX. Closed Meetings.....	52
A. Overview of Subchapter D of the Open Meetings Act.....	52
B. Provisions Authorizing Deliberations in Closed Meeting	53
C. Closed Meetings Authorized by Other Statutes.....	64
D. No Implied Authority for Closed Meetings	64
E. Who May Attend a Closed Meeting	65
X. Records of Meetings.....	67
A. Minutes or Recordings of Open Meeting	67
B. Certified Agenda or Recording of Closed Meeting	68
C. Additional Recording Requirements for Certain Districts	70
XI. Penalties and Remedies.....	71
A. Introduction	71
B. Mandamus, Injunction, or Declaratory Judgment	71
C. Voidability of a Governmental Body's Action in Violation of the Act; Ratification of Actions.....	73
D. Criminal Provisions	75
XII. Open Meetings Act and Other Statutes	79
A. Other Statutes May Apply to a Public Meeting.....	79
B. Administrative Procedure Act	80
C. The Americans with Disabilities Act.....	80
D. The Open Meetings Act and the Whistleblower Act	81
E. The Open Meetings Act Distinguished from the Public Information Act	82

F. Records Retention	83
Appendix A: Text of the Open Meetings Act	85
Appendix B: Table of Authorities	120
Cases	120
Statutes.....	126

I. Introduction

A. Open Meetings Act

The Open Meetings Act (the “Act”) was adopted to help make governmental decision-making accessible to the public. It requires meetings of governmental bodies to be open to the public, except for expressly authorized closed sessions,¹ and to be preceded by public notice of the time, place, and subject matter of the meeting. “The provisions of [the Act] are mandatory and are to be liberally construed in favor of open government.”²

The Act was adopted in 1967³ as article 6252-17 of the Revised Civil Statutes, substantially revised in 1973,⁴ and codified without substantive change in 1993 as Government Code chapter 551.⁵ It has been amended many times since its enactment.

Before addressing the Act itself, we will briefly mention certain other issues relevant to conducting public meetings.

B. A Governmental Body Must Hold a Meeting to Exercise its Powers

Predating the Act is the common-law rule that decisions entrusted to governmental bodies must be made by the body as a whole at a properly called meeting.⁶ This requirement gives each member of the body an opportunity to state his or her views to other board members and to give them the benefit of his or her judgment, so that the decision “may be the composite judgment of the body as a whole.”⁷ This rule may be changed by the Legislature.⁸

¹ The term “executive session” is often used to mean “closed meeting,” even though the Act uses the latter term. See TEX. GOV’T CODE § 551.101; *Cox Enters., Inc. v. Bd. of Trs.*, 706 S.W.2d 956, 957 (Tex. 1986) (stating that an executive session is a meeting or part of a meeting that is closed to the public).

² See *City of Laredo v. Escamilla*, 219 S.W.3d 14, 19 (Tex. App.—San Antonio 2006, pet. denied); *Willmann v. City of San Antonio*, 123 S.W.3d 469, 473 (Tex. App.—San Antonio 2003, pet. denied); *Toyah Indep. Sch. Dist. v. Pecos-Barstow Indep. Sch. Dist.*, 466 S.W.2d 377, 380 (Tex. App.—San Antonio 1971, no writ).

³ Act of May 8, 1967, 60th Leg., R.S., ch. 271, § 1, 1967 Tex. Gen. Laws 597, 597–98.

⁴ Act of Mar. 28, 1973, 63d Leg., R.S., ch. 31, § 1, 1973 Tex. Gen. Laws 45, 45–48.

⁵ Act of May 4, 1993, 73d Leg., R.S., ch. 268, § 1, 1993 Tex. Gen. Laws 583, 583–89.

⁶ See *Webster v. Tex. & Pac. Motor Transp. Co.*, 166 S.W.2d 75, 76–77 (Tex. 1942); *Fielding v. Anderson*, 911 S.W.2d 858, 864 (Tex. App.—Eastland 1995, writ denied).

⁷ *Webster*, 166 S.W.2d at 76–77.

⁸ See *Faulder v. Tex. Bd. of Pardons & Paroles*, 990 S.W.2d 944, 946 (Tex. App.—Austin 1999, pet. ref’d) (concluding that board was authorized by statute to perform duties in clemency matters without meeting face-to-face as a body).

C. Quorum and Majority Vote

The authority vested in a governmental body may generally be exercised only at a meeting of a quorum of its members.⁹ The Code Construction Act¹⁰ states as follows:

- (a) A grant of authority to three or more persons as a public body confers the authority on a majority of the number of members fixed by statute.¹¹
- (b) A quorum of a public body is a majority of the number of members fixed by statute.¹²

The Act defines “quorum” as a majority of the governing body, unless otherwise defined by applicable law or the governing body’s charter.¹³ For example, three members of the five-member commissioners court constitute a quorum for conducting county business, except for levying a county tax, which requires the presence of at least four members of the court.¹⁴ Ex officio, nonvoting members of a governmental body are counted for purposes of determining the presence of a quorum.¹⁵ A person who has been elected to serve as a member of a governmental body but whose election has not been certified and who has not yet taken the oath of office is not yet a member of the governmental body.¹⁶ Thus, a meeting between two newly elected persons who have not yet taken the oath of office and two serving directors is not subject to the Act because no quorum is present.¹⁷ A board member may not delegate his or her authority to deliberate or vote to another person, absent express statutory authority to do so.¹⁸

Absent an express provision to the contrary, a proposition is carried in a deliberative body by a majority of the legal votes cast, a quorum being present.¹⁹ Thus, if a body is “composed of twelve members, a quorum of seven could act, and a majority of that quorum, four, could bind the body.”²⁰

⁹ But see TEX. GOV’T CODE § 418.1102(b) (providing that a quorum is not required of local governmental entities if the entity’s “jurisdiction is wholly or partly located in the area of a disaster declared by the president . . . or governor; and . . . a majority of the members of the governing body are unable to be present at a meeting of the governing body as a result of the disaster”).

¹⁰ *Id.* §§ 311.001–.034 (chapter 311).

¹¹ A statute may expressly provide a different rule. See TEX. LOC. GOV’T CODE § 363.105 (providing that two-thirds majority vote required of a board of crime control and prevention district to reject application for funding).

¹² TEX. GOV’T CODE § 311.013; see *id.* § 312.004 (“A joint authority given to any number of officers or other persons may be executed by a majority of them unless expressly provided otherwise.”); see also *Tex. State Bd. of Dental Exam’rs v. Silagi*, 766 S.W.2d 280, 284 (Tex. App.—El Paso 1989, writ denied) (stating that absent a statutory provision, the common-law rule that a majority of all members of a board constitutes a quorum applies).

¹³ TEX. GOV’T CODE § 551.001(6).

¹⁴ TEX. LOC. GOV’T CODE § 81.006.

¹⁵ Tex. Att’y Gen. Op. No. JC-0580 (2002) at 2–3 (overruling Tex. Att’y Gen. Op. No. DM-160 (1992) in part).

¹⁶ Tex. Att’y Gen. Op. No. GA-0355 (2005) at 3.

¹⁷ *Id.* at 4.

¹⁸ Tex. Att’y Gen. Op. No. JM-903 (1988) at 4–5.

¹⁹ *Comm’rs Ct. of Limestone Cty. v. Garrett*, 236 S.W. 970, 973 (Tex. [Comm’n Op.] 1922); Tex. Att’y Gen. Op. Nos. GA-0554 (2007) at 2, GA-0412 (2006) at 3.

²⁰ *Webster*, 166 S.W.2d at 77.

D. Other Procedures

1. In General

Governmental bodies should consult their governing statutes for procedures applicable to their meetings. Home-rule cities should also consult their charter provisions.²¹

Governmental bodies may draw on a treatise such as *Robert's Rules of Order* to assist them in conducting their meetings, as long as the provisions they adopt are consistent with the Texas Constitution, statutes, and common law.²² A governmental body subject to the Act may not conduct its meetings according to procedures inconsistent with the Act.²³

2. Preparing the Agenda

An agenda is “[a] list of things to be done, as items to be considered at a meeting.”²⁴ The terms “agenda” and “notice” are often used interchangeably in discussing the Act because of the practice of posting the agenda as the notice of a meeting or as an appendix to the notice.²⁵

Some governmental entities are subject to statutes that expressly address agenda preparation.²⁶ Other entities may adopt their own procedures for preparing the agenda of a meeting.²⁷ Officers and employees of the governmental body must avoid deliberations subject to the Act while preparing the agenda.²⁸

²¹ See *Shackelford v. City of Abilene*, 585 S.W.2d 665, 667 (Tex. 1979) (considering home-rule city charter that required all city meetings to be open to the public).

²² See Tex. Att’y Gen. Op. No. GA-0412 (2006) at 2; see also generally Tex. Att’y Gen. Op. No. GA-0554 (2007).

²³ See Tex. Att’y Gen. Op. Nos. GA-0412 (2006) at 2; DM-228 (1993) at 3 (addressing governmental body’s adoption of provisions of *Robert’s Rules of Order* to govern conduct of meetings).

²⁴ BLACK’S LAW DICTIONARY 72 (9th ed. 2009).

²⁵ See, e.g., *City of San Antonio v. Fourth Court of Appeals*, 820 S.W.2d 762, 764 (Tex. 1991).

²⁶ See TEX. TRANSP. CODE § 201.054 (providing that Chair of Transportation Commission shall oversee the preparation of an agenda for each meeting).

²⁷ See Tex. Att’y Gen. Op. No. DM-473 (1998) at 3 (discussing home-rule city procedure for agenda preparation).

²⁸ *Id.*

II. Recent Amendments

Though comprehensive discussions of these amendments are also included throughout the relevant parts of this Handbook, below is a brief discussion of the amendments to the Act adopted by the 86th Legislature:

A. Section 551.001(2). Definitions

Senate Bill 1640 amended the definition of deliberation from “a verbal exchange” to “a verbal or written exchange.”²⁹

B. Section 551.007. Public Testimony

Added by House Bill 2840, section 551.007 relates to the right of a member of the public to address certain governmental bodies.³⁰ It expressly applies to only those governmental bodies listed in subsection 551.001(3)(B)–(L), which excludes entities within the executive or legislative branch of state government directed by one or more elected or appointed members.³¹ New section 551.007 requires a governmental body to “allow each member of the public who desires to address the body regarding an item on an agenda for an open meeting of the body to address the body regarding the item at the meeting before or during the body’s consideration of the item.”³² It also expressly authorizes a governmental body to “adopt reasonable rules regarding the public’s right to address the body . . . , including rules that limit the total amount of time that a member of the public may address the body on a given item.”³³ A rule limiting the amount of time a member of the public may address the governmental body must provide for twice the allotted time for a member of the public who addresses a governmental body through a translator if the governmental body does not use simultaneous translation equipment.³⁴ Lastly, section 551.007 states that a governmental body “may not prohibit public criticism of the governmental body, including criticism of any act, omission, policy, procedure, program, or service,” except criticism otherwise prohibited by law.³⁵

C. Section 551.045. Exception to General Rule: Notice of Emergency Meeting or Emergency Addition to Agenda

Senate Bill 494 amended section 551.045, which relates to open meetings in an emergency or urgent public necessity.³⁶ Senate Bill 494 changed the posting time for an emergency meeting or

²⁹ See Act of May 23, 2019, 86th Leg., R.S., ch. 645, § 1, 2019 Tex. Sess. Law Serv. 1891 (to be codified at TEX. GOV’T CODE § 551.001(2)).

³⁰ Act of May 22, 2019, 86th Leg., R.S., ch. 861, § 1, 2019 Tex. Sess. Law Serv. 2327, 2328 (to be codified at TEX. GOV’T CODE § 551.007).

³¹ See *id.*

³² *Id.*

³³ *Id.*

³⁴ See *id.*

³⁵ *Id.*

³⁶ Act of May 17, 2019, 86th Leg., R.S., ch. 462, § 1, 2019 Tex. Sess. Law Serv. 865 (to be codified at TEX. GOV’T CODE § 551.045).

the addition of an emergency supplemental item from two hours to one hour.³⁷ It expressly limited a governmental body's deliberation or action in such a meeting to "a matter directly related to responding to the emergency or urgent public necessity identified in the notice or supplemental notice of the meeting" or an "agenda item listed on the notice of the meeting before the supplemental notice was posted."³⁸ As amended, section 551.045 clarifies the circumstances that constitute an emergency or urgent public necessity by providing that a "reasonably unforeseeable situation" includes a fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm; power failure, transportation failure, or interruption of communication facilities; epidemic; or riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.³⁹

Senate Bill 494 also eliminated the separate requirement to give members of the news media one-hour notice of an emergency meeting if based on the sudden relocation of a large number of residents from a disaster area.⁴⁰

D. Section 551.047. Special Notice to News Media of Emergency Meeting or Emergency Addition to Agenda

Senate Bill 494 amended section 551.047 to specify that notice of an emergency meeting is to be given to news media that previously requested special notice at least one hour before the meeting.⁴¹

E. Section 551.1283. Governing Body of Certain Water Districts: Internet Posting of Meeting Materials; Recording of Certain Hearings

Senate Bill 239 generally related to improved transparency of certain special purpose districts. With respect to the Open Meetings Act, Senate Bill 239 added section 551.1283. Section 551.1283 applies to special purpose districts that are subject to chapters 51, 53, 54, or 55 of the Water Code and have a population of 500 or more.⁴² It authorizes a district resident, "not later than the third day before a public hearing to consider the adoption of an ad valorem tax rate," to request in writing that the district make an audio recording of the hearing and provide the recording to the resident.⁴³ The district must provide the recording to the resident in an electronic format not later than the fifth business day after the hearing and must maintain a copy of it for at least one year after the hearing.⁴⁴ Additionally, the district must "post the minutes of the meeting of the governing body to the district's Internet website if the district maintains" one.⁴⁵

³⁷ See *id.* § 1.

³⁸ See *id.*

³⁹ See *id.*

⁴⁰ See *id.*

⁴¹ See *id.* § 2.

⁴² See Act of May 10, 2019, 86th Leg., R.S., ch. 105, § 2, 2019 Tex. Sess. Law Serv. 176, 177 (to be codified at TEX. GOV'T CODE § 551.1283).

⁴³ See *id.*

⁴⁴ See *id.*

⁴⁵ See *id.*

F. Section 551.142. Mandamus; Injunction

Senate Bill 494 amends section 551.142 in conjunction with the amended emergency notice provision in section 551.045(a-1) to expressly authorize the attorney general to seek mandamus or an injunction to “stop, prevent, or reverse a violation or threatened violation” of section 551.045(a-1).⁴⁶ Such a suit brought by the attorney general must be filed in a district court in Travis County.⁴⁷

G. Section 551.143. Prohibited Series of Communications; Offense; Penalty

Senate Bill 1640 amends section 551.143 to remove the “conspire to circumvent the Act” language ruled unconstitutional by the Court of Criminal Appeals and to clarify the specific behavior and mental state required for an offense.⁴⁸ *See* Part III.A of this *Handbook*. Section 551.143 provides that it is a criminal offense for a member of a governmental body to engage in at least “one communication among a series of communications that each occur outside of a meeting . . . and that concern an issue within the jurisdiction of the governmental body in which the members engaging in the individual communications constitute fewer than a quorum of members.”⁴⁹ The offense requires that the member know at the time he or she engaged in the communication that the series of communications “involved or would involve a quorum” and would “constitute a deliberation once a quorum of members engaged in the series of communications.”⁵⁰

H. Section 436.054. Meetings of Texas Military Preparedness Commission

House Bill 2119 (and Senate Bill 2131) amended Government Code section 436.054 relating to the open meetings of the Texas Military Preparedness Commission.⁵¹ Prior to the amendment, section 436.054 merely provided that the Texas Military Preparedness Commission was a governmental body subject to the Act.⁵² Both bills retain that language but add language stating that “[e]xcept as otherwise provided by [the bill’s provisions], Chapter 551 applies to a meeting of the commission.”⁵³ The provisions “providing otherwise” relate to the Commission’s authority to “allow for members’ participation in a meeting by telephone or other means of telecommunication or electronic communication to consider an application for a loan from the

⁴⁶ *See* Act of May 17, 2019, 86th Leg., R.S., ch. 462, § 3, 2019 Tex. Sess. Law Serv. 865, 865–66 (to be codified at TEX. GOV’T CODE § 551.142).

⁴⁷ *See id.*

⁴⁸ *See* Act of May 10, 2019, 86th Leg., R.S., ch. 645, § 2–4, 2019 Tex. Sess. Law Serv. 1891, 1891–92 (to be codified at TEX. GOV’T CODE § 551.143).

⁴⁹ *See id.*

⁵⁰ *Id.*

⁵¹ *See* Act of May 22, 2019, 86th Leg., R.S., ch. 800, § 1, 2019 Tex. Sess. Law Serv. 2257 (to be codified at TEX. GOV’T CODE § 436.054); Act of May 14, 2019, 86th Leg., R.S., ch. 276, 2019 Tex. Sess. Law Serv. 468 (to be codified at TEX. GOV’T CODE § 436.054).

⁵² *See id.*

⁵³ *Id.*

Recent Amendments

Texas military value revolving loan account.”⁵⁴ Both bills specify quorum requirements but only House Bill 2119 mentions notice and public availability of a recording.⁵⁵

⁵⁴ *Id.*

⁵⁵ See Act of May 22, 2019, 86th Leg., R.S., ch. 800, § 1, 2019 Tex. Sess. Law Serv. 2257 (to be codified at TEX. GOV'T CODE § 436.054); Act of May 14, 2019, 86th Leg., R.S., ch. 276, 2019 Tex. Sess. Law Serv. 468 (to be codified at TEX. GOV'T CODE § 436.054).

III. Noteworthy Decisions Since 2018 Handbook

A. Judicial Decisions

In *State v. Doyal*, the Beaumont Court of Appeals rejected a county commissioner's challenge to section 551.143 as facially unconstitutional because it violates the free speech provisions of the First Amendment and is vague and overbroad.⁵⁶ The Texas Court of Criminal Appeals reversed the Beaumont court's decision, issuing its opinion on February 27, 2019.

In *State of Texas v. Doyal*, the Court of Criminal Appeals overruled the Beaumont Court of Appeals and held section 551.143 unconstitutionally vague.⁵⁷ Stating that "more clarity is required of a criminal law" that implicates the First Amendment, the Court first determined that section 551.143 reaches speech and not just conduct.⁵⁸ In considering the substance of the vagueness challenge, the Court observed that "indeterminacy of precisely what" conduct is prohibited renders a statute vague and that section 551.143 was "hopelessly indeterminate by being too abstract" and "lacks language to clarify its scope."⁵⁹ The Court also questioned what it meant to "knowingly conspire to circumvent" the law.⁶⁰ Reiterating the breadth of section 551.143 and its lack of "any reasonable degree of clarity," the Court concluded that "protected speech is likely to be chilled because of the great degree of uncertainty about what communications government officials may engage in."⁶¹ Lastly, the Court determined that section 551.143 was not susceptible of a narrowing construction, instead leaving such task to the Legislature.⁶² In response, the Legislature adopted Senate Bill 1640, which amended section 551.143 to create an offense regarding a series of communications.⁶³

In *City of Donna v. Ramirez*, the Corpus Christi Court of Appeals considered whether a meeting notice indicating a cancelled meeting violated the Act.⁶⁴ The City of Donna terminated its city manager, Ramirez, who challenged his termination based on an Open Meetings Act violation,

⁵⁶ See *State v. Doyal*, 541 S.W.3d 395 (Tex. App.—Beaumont 2018), *rev'd*, No. PD-0254-18, 2019 WL 944022 (Tex. Crim. App. Feb. 27, 2019); see also *State v. Riley*, No. 09-17-00124-CR, 2018 WL 757037 (Tex. App.—Beaumont, Feb. 7, 2018) (mem. op. not designated for publication), *rev'd*, No. PD-0255-18, 2019 WL 2519929 (Tex. Crim. App. June 19, 2019) (not designated for publication); *State v. Davenport*, No. 09-17-00125-CR, 2018 WL 753357 (Tex. App.—Beaumont, Feb. 7, 2018) (mem. op. not designated for publication), *rev'd*, No. PD-0265-18, 2019 WL 2518029 (Tex. Crim. App. June 19, 2019) (not designated for publication). A facial challenge requires a showing that the statute operates unconstitutionally under all possible circumstances. See *McGruder v. State*, 483 S.W.3d 880, 883 (Tex. Crim. App. 2016).

⁵⁷ *State v. Doyal*, No. PD-0254-18, 2019 WL 944022, at *10 (Tex. Crim. App. Feb. 27, 2019).

⁵⁸ *Id.* at *3–4; see also *id.* at *17 (Slaughter, J., concurring) (stating that section 551.143 abridges the freedom of speech and that "[b]y criminalizing all policy discussions by a quorum of members of a governmental body outside the context of a formal meeting, the statute significantly infringes upon the rights of governmental officials to engage in the free exchange of ideas that are essential to effective governance").

⁵⁹ *Id.* at *5–6.

⁶⁰ *Id.* at *7.

⁶¹ *Id.* at *9.

⁶² See *id.* at *10.

⁶³ See Act of May 23, 2019, 86th Leg., R.S., ch. 645, §§ 2–4, 2019 Tex. Sess. Law Serv. 1891, 1891–92 (to be codified at TEX. GOV'T CODE § 551.143).

⁶⁴ See *City of Donna v. Ramirez*, 548 S.W.3d 26 (Tex. App.—Corpus Christi 2017, *pet. denied*).

among other things.⁶⁵ After his termination, Ramirez filed a written request for a hearing before the city council regarding his termination.⁶⁶ In response, the City scheduled a special meeting to consider the termination with a notice item referencing the requested hearing.⁶⁷ Prior to the meeting, Ramirez’s attorney requested that the City reschedule the special meeting.⁶⁸ The city secretary believed the special meeting to be rescheduled and wrote “Cancelled” on the meeting notice posted near the front door inside the city hall, but did not mark as cancelled another notice posted in a different location of city hall or on the notice posted on the City’s webpage.⁶⁹ Though the city secretary had texted the city council members of the cancellation, the meeting proceeded as scheduled and the city council affirmed its termination decision.⁷⁰ Ramirez was present at the special meeting.⁷¹ The parties agreed that the notice “properly identified the date, hour, place, and subject of the scheduled meeting.”⁷² The question for the court was whether the word “Cancelled” prominently written on one copy of the notice demonstrated a violation of the Act.⁷³ The court said it could not “overlook the effect of the word ‘Cancelled’ prominently depicted on the notice.”⁷⁴ The court went on to say that

[v]iewing the agenda notice in its entirety would lead a member of the general public to conclude that the Donna City Council would not be holding a meeting at the time indicated to discuss any matter, including matters relating to the employment of Ramirez. Simply put, an agenda notice that states a meeting is cancelled does not inform the general public that a meeting will be held. It does the opposite.⁷⁵

The court rejected the City’s argument that the defective notice posted inside the city hall was remedied by the notice posting in another location outside city hall and on the City’s webpage because section 551.050 requires a municipal meeting notice to be posted in the city hall.⁷⁶

The Corpus Christi Court of Appeals also considered a meeting notice in *Lugo v. Donna Independent School District Board of Trustees*.⁷⁷ The Donna Independent School District held a meeting at which it appointed individuals to two vacant seats on the board of trustees.⁷⁸ The meeting notice stated: “Discussion and Possible Action Regarding Calling a Special Election for May 7, 2016 to Fill the Unexpired Trustee Terms” for the specified members’ terms.⁷⁹ At the meeting, the board of trustees considered a motion for the calling of a special election but amended

⁶⁵ See *id.* at 31–32.

⁶⁶ See *id.* at 32.

⁶⁷ See *id.*

⁶⁸ See *id.* at 32–33.

⁶⁹ See *id.* at 33.

⁷⁰ See *id.*

⁷¹ See *id.* at 34.

⁷² *Id.* at 35.

⁷³ See *id.*

⁷⁴ *Id.* at 36.

⁷⁵ *Id.*

⁷⁶ See *id.*

⁷⁷ See *Lugo v. Donna Indep. Sch. Dist. Bd. of Trs.*, 557 S.W.3d 93 (Tex. App.—Corpus Christ 2017, no pet.).

⁷⁸ See *id.* at 95.

⁷⁹ *Id.*

the motion to provide instead for the appointment of two individuals.⁸⁰ Lugo challenged the appointment claiming that the amendment of the motion violated the notice requirement of the Act in section 551.041.⁸¹ He argued that “[t]he only action that the Board was authorized to take pursuant to the posted agenda was to call special elections to fill the two vacant Trustee positions.”⁸² The court agreed, concluding that the “agenda did not provide notice to the public that the Board would either discuss or actually appoint replacement trustees” at the meeting.⁸³

Several recent cases have considered the viability of an action brought by plaintiffs seeking declarations under the Uniform Declaratory Judgment Act of an Open Meetings Act violation against a governmental body’s assertion of governmental immunity.

In *City of New Braunfels v. Carowest Land, Ltd.*, the Austin Court of Appeals determined that section 551.142 of the Act, which authorizes any interested person to bring an action by mandamus or injunction, limited the Act’s waiver of governmental immunity to only injunctive and mandamus relief.⁸⁴ The court further determined that the Act did not waive governmental immunity for declaratory relief sought under the Uniform Declaratory Judgment Act (“UDJA”) because section 551.142 did not expressly waive immunity for declaratory relief.⁸⁵ At issue in the case was a declaration that a City contract was void due to the City’s violation of the Open Meetings Act.⁸⁶ A petition for review in the Supreme Court is pending.⁸⁷

In *Town of Shady Shores v. Swanson*, the Fort Worth Court of Appeals disagreed with the Austin Court of Appeals about the scope of the Act’s waiver of immunity.⁸⁸ The court agreed that section 551.142 contained a limited waiver involving only mandamus or injunction, but raised section 551.141, which provides that an action taken in violation of the Act is voidable, and said that the section’s purpose “is to allow courts to declare void actions taken in violation of [the Act].”⁸⁹ The court stated that “although [the Act] does not broadly waive immunity for all declaratory judgment actions, it does waive immunity for a declaration that an action taken in violation of [the Act] is void.”⁹⁰ A petition for review in the Supreme Court has also been granted in this case.⁹¹

The Fort Worth Court of Appeals, in *Schmitz v. Denton County Cowboy Church*, reiterated its conclusion that the Act waives governmental immunity for claims seeking a declaration that an action taken in violation of the Act is voidable.⁹²

⁸⁰ *Id.*

⁸¹ *See id.*

⁸² *Id.*

⁸³ *Id.* at 98.

⁸⁴ *See City of New Braunfels v. Carowest Land, Ltd.*, 549 S.W.3d 163, 173 (Tex. App.—Austin 2017, pet. pending).

⁸⁵ *See id.*

⁸⁶ *See id.* at 168.

⁸⁷ *See Carowest Land, Ltd. v. City of New Braunfels*, No.18-0678 (Tex. filed Oct. 9, 2018).

⁸⁸ *See Town of Shady Shores v. Swanson*, 544 S.W.3d 426, 437 n.1 (Tex. App.—Fort Worth 2018, pet. granted).

⁸⁹ *Id.*

⁹⁰ *Id.*

⁹¹ *See Town of Shady Shores v. Swanson*, No. 18-0413 (Tex. filed June 12, 2018).

⁹² *See Schmitz v. Denton Cty. Cowboy Church*, 550 S.W.3d 342, 355 (Tex. App.—Fort Worth 2018, pet. denied).

B. Attorney General Decisions

Attorney General Opinion KP-0205 considered the authority of an individual commissioner of the Railroad Commission to unilaterally terminate or hire an Executive Director for the Commission.⁹³ The opinion pointed out that decisions of a governmental body must be made by the body as a whole at a properly called meeting.⁹⁴ The opinion stated that “[e]mployment decisions regarding its executive director involve significant public business of the Commission, and any formal action taken in that regard must occur at an open meeting.”⁹⁵ The opinion determined that “a single commissioner lacks authority to unilaterally terminate or hire an executive director without deliberation and a decision from the Commission at a properly-called meeting in compliance with the Open Meetings Act.”⁹⁶

Attorney General Opinion KP-0254, requested by the Commissioner of Education, considered the question whether the Open Meetings Act continues to prohibit a quorum of a governmental body from deliberating about an item of public business outside of an authorized meeting through communications involving fewer than a quorum in light of the Court of Criminal Appeals’ decision that section 551.143 was unconstitutionally vague.⁹⁷ The opinion concluded, given the language of the Act and prior judicial and attorney general opinions, that a quorum of a governmental body deliberating about the public business of the governmental body outside of an authorized meeting violates the Act.⁹⁸ The opinion observed that the Court of Criminal Appeals’ striking down of the criminal penalty for walking quorums did not impact the Act’s civil remedies.⁹⁹ Such civil remedies include the voidability of acts taken in violation of the Act and the ability of any person to ask a court to “stop, prevent, or reverse a violation or threatened violation” of the Act.¹⁰⁰ Lastly, the opinion addressed the availability of regulatory sanctions for certain governmental bodies that violate the Act.¹⁰¹ The specific remedy raised by the Commissioner of Education was the Texas Education Agency’s authority to investigate a school district’s lack of compliance with certain state or federal laws, including the requirement in Education Code section 11.051(a-1) that a school district may “act only by majority vote of the members present at a meeting held in compliance with” the Act.¹⁰² Opinion KP-0254 concluded that Education Code sections 39.057 and 39A.002 authorize the Texas Education Agency to investigate and take appropriate action against a violating school district.¹⁰³

⁹³ See Tex. Att’y Gen. Op. No. KP-0205 (2018).

⁹⁴ See *id.* at 2.

⁹⁵ *Id.*

⁹⁶ *Id.*

⁹⁷ See Tex. Att’y Gen. Op. No. KP-0254 (2019).

⁹⁸ See *id.* at 2.

⁹⁹ See *id.*

¹⁰⁰ See *id.*

¹⁰¹ See *id.* at 3.

¹⁰² See *id.*

¹⁰³ See *id.* at 3, 4.

IV. Training for Members of Governmental Bodies

Section 551.005 requires each elected or appointed public official who is a member of a governmental body subject to the Act to complete a course of training addressing the member's responsibilities under the Act. The public official must complete the training not later than the 90th day after taking the oath of office, if required to take an oath to assume duties as a member of the governmental body, or after the public official otherwise assumes these duties if the oath is not required.

Completing training as a member of the governmental body satisfies the training requirements for the member's service on a committee or subcommittee of the governmental body and ex officio service on any other governmental body. The training may also be used to satisfy any corresponding training requirements concerning the Act that another law requires members of a governmental body to complete. The failure of one or more members of a governmental body to complete the training does not affect the validity of an action taken by the governmental body.

The attorney general is required to ensure that the training is made available, and the attorney general's office may provide the training and may approve any acceptable training course offered by a governmental body or other entity. The attorney general must also ensure that at least one course approved or provided by the attorney general's office is available at no cost on videotape, DVD, or a similar and widely available medium.¹⁰⁴

The training course must be at least one and no more than two hours long and must include instruction on 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 under this chapter;
- (4) procedures and requirements for holding an open meeting and for holding a closed meeting under this chapter;
- (5) penalties and other consequences for failure to comply with this chapter.¹⁰⁵

The entity providing the training shall provide a certificate of completion to public officials who complete the training course. A governmental body shall maintain and make available for public inspection the record of its members' completion of training. A certificate of course completion is

¹⁰⁴ An Open Meetings Act training video is available online at <https://www.texasattorneygeneral.gov/open-government/open-meetings-act-training>.

¹⁰⁵ In its review of Open Meetings Act training materials submitted for approval, the Office of the Attorney General considers whether the written materials demonstrate that each subject is accurately and sufficiently covered. Materials may be submitted for review at <https://www.texasattorneygeneral.gov/open-government/online-training-application-approval>.

Training for Members of Governmental Bodies

admissible as evidence in a criminal prosecution under the Act, but evidence that a defendant completed a training course under this section is not *prima facie* evidence that the defendant knowingly violated the Act.

V. Governmental Bodies

A. Definition

Section 551.002 of the Government Code provides that “[e]very regular, special, or called meeting of a governmental body shall be open to the public, except as provided by this chapter.”¹⁰⁶ “Governmental body” is defined by section 551.001(3) as follows:

“Governmental body” means:

- (A) a board, commission, department, committee, or agency within the executive or legislative branch of state government that is directed by one or more elected or appointed members;
- (B) a county commissioners court in the state;
- (C) a municipal governing body in the state;
- (D) a deliberative body that has rulemaking or quasi-judicial power and that is classified as a department, agency, or political subdivision of a county or municipality;
- (E) a school district board of trustees;
- (F) a county board of school trustees;
- (G) a county board of education;
- (H) the governing board of a special district created by law;
- (I) a local workforce development board created under Section 2308.253;
- (J) a nonprofit corporation that is eligible to receive funds under the federal community services block grant program and that is authorized by this state to serve a geographic area of the state;¹⁰⁷ and
- (K) a nonprofit corporation organized under Chapter 67, Water Code, that provides a water supply or wastewater service, or both, and is exempt from ad valorem taxation under Section 11.30, Tax Code; and
- (L) a joint board created under Section 22.074, Transportation Code.

¹⁰⁶ An agency financed entirely by federal money is not required by the Act to conduct an open meeting. TEX. GOV'T CODE § 551.077.

¹⁰⁷ See 42 U.S.C.A. §§ 9901–9926 (Community Services Block Grant Program).

Section 551.0015 provides that certain property owners' associations in a defined geographic area in a county with a population of 2.8 million or more or in a county adjacent to a county with a population of 2.8 million or more are subject to the Act in the same manner as a governmental body.¹⁰⁸

B. State-Level Governmental Bodies

Section 551.001(3)(A), the definition of “governmental body” applicable to state-level entities, does not name specific entities but instead sets out a general description of such entities. Thus, a state-level entity will be a governmental body within the Act if it is “within the executive or legislative branch of state government” and under the direction of “one or more elected or appointed members.”¹⁰⁹ Moreover, it must have supervision or control over public business or policy.¹¹⁰ A university auxiliary enterprise was a governmental body under the Act because (1) as an auxiliary enterprise of a state university, it was part of the executive branch of state government; (2) a board of directors elected by its membership controlled the entity, formulated policy, and operated the organization; (3) the board acted by vote of a quorum; (4) the board’s business concerned public education and involved spending public funds; and (5) the university exerted little control over the auxiliary enterprise.¹¹¹ In contrast, an advisory committee without control or supervision over public business or policy is not subject to the Act, even though its membership includes some members, but less than a quorum, of a governmental body.¹¹² *See Handbook Part V.E.*

The section 551.001(3)(A) definition of “governmental body” includes only entities within the executive and legislative departments of the State. It therefore excludes the judiciary from the Act.¹¹³

Other entities are excluded from the Act or from some parts of the Act by statutes other than chapter 551. For instance, the Texas HIV Medication Advisory Committee is expressly excluded from the

¹⁰⁸ TEX. GOV'T CODE § 551.0015; *but see* TEX. PROP. CODE § 209.0051(c) (requiring that regular and special board meetings of property owner associations not otherwise subject to chapter 551 be open to the owners), *id.* § 209.0051(b)(1) (defining “board meeting” as “a deliberation between a quorum of the voting board of the property owners’ association, or between a quorum of the voting board and another person, during which property owners’ association business is considered and the board takes formal action”).

¹⁰⁹ TEX. GOV'T CODE § 551.001(3)(A); *see id.* § 551.003.

¹¹⁰ *Id.* § 551.001(4) (definition of “meeting”); *Beasley v. Molett*, 95 S.W.3d 590, 606 (Tex. App.—Beaumont 2002, pet. denied); Tex. Att’y Gen. Op. No. GA-0019 (2003) at 5.

¹¹¹ *Gulf Reg’l Educ. Television Affiliates v. Univ. of Houston*, 746 S.W.2d 803, 809 (Tex. App.—Houston [14th Dist.] 1988, writ denied); Tex. Att’y Gen. Op. No. H-438 (1974) at 4 (concluding that Athletic Council of The University of Texas, as governmental body that supervises public business, must comply with the Act).

¹¹² Tex. Att’y Gen. Op. Nos. JM-331 (1985) at 3 (concluding that citizens advisory panel of Office of Public Utility Counsel, with no power to supervise or control public business, is not governmental body); H-994 (1977) at 2–3 (concluding that committee appointed to study process of choosing university president and make recommendations to Board of Regents not subject to the Act).

¹¹³ *See* Tex. Att’y Gen. Op. No. JM-740 (1987) at 4 (concluding that meetings of district judges to choose county auditor is not subject to the Act).

definition of “governmental body” but still must hold its open meetings in compliance with chapter 551, “except that the provisions allowing executive sessions do not apply to the committee.”¹¹⁴

C. Local Governmental Bodies

Subsection 551.001(3)(B) through (L) lists a number of specific types of local governmental bodies. These include a county commissioners court, a municipal governing body and the board of trustees of a school district.

Subsection 551.001(3)(D) describes another kind of local governmental body: “a deliberative body that has rulemaking or quasi-judicial power and that is classified as a department, agency, or political subdivision of a county or municipality.”¹¹⁵ An inquiry into a local entity’s powers and relationship to the city or county government is necessary to determine whether it is a governmental body under subsection 551.001(3)(D).

A judicial decision guides us in applying subsection 551.001(3)(D) to particular entities. The court in *City of Austin v. Evans*.¹¹⁶ analyzed the powers of a city grievance committee and determined it was not a governmental body within this provision. The court stated that the committee had no authority to make rules governing personnel disciplinary standards or actions or to change the rules on disciplinary actions or complaints.¹¹⁷ It could only make recommendations and could not adjudicate cases. The committee did not possess quasi-judicial power, described as including the following:

- (1) the power to exercise judgment and discretion;
- (2) the power to hear and determine or to ascertain facts and decide;
- (3) the power to make binding orders and judgments;
- (4) the power to affect the personal or property rights of private persons;
- (5) the power to examine witnesses, to compel the attendance of witnesses, and to hear the litigation of issues on a hearing; and
- (6) the power to enforce decisions or impose penalties.¹¹⁸

An entity did not need all of these powers to be considered quasi-judicial, but the more of those powers it had, the more clearly it was quasi-judicial in the exercise of its powers.¹¹⁹

¹¹⁴ TEX. HEALTH & SAFETY CODE § 85.276(d).

¹¹⁵ TEX. GOV’T CODE § 551.001(3)(D).

¹¹⁶ *City of Austin v. Evans*, 794 S.W.2d 78, 83 (Tex. App.—Austin 1990, no writ).

¹¹⁷ *Id.*

¹¹⁸ *Id.* (emphasis omitted); see also *Blankenship v. Brazos Higher Educ. Auth., Inc.*, 975 S.W.2d 353, 360 (Tex. App.—Waco 1998, pet. denied).

¹¹⁹ *City of Austin*, 794 S.W.2d at 83.

The court in *Fiske v. City of Dallas*.¹²⁰ concluded that a citizens group set up to advise the city council as to persons qualified to serve as municipal judges was not a governmental body within the Act because it was not part of the city council or a committee of the city council, and it had no rulemaking power or quasi-judicial power.¹²¹

In contrast, Attorney General Opinion DM-426 (1996) concluded that a municipal housing authority created under chapter 392 of the Local Government Code was a governmental body subject to the Act.¹²² It was “a department, agency, or political subdivision of a . . . municipality” as well as “a deliberative body that has rule-making or quasi-judicial power” within section 551.001(3)(D) of the Act.¹²³ Attorney General Opinion DM-426 concluded on similar grounds that a county housing authority was a governmental body.¹²⁴

Subsection 551.001(3)(H) provides “the governing board of a special district created by law”¹²⁵ is a governmental body. This office has concluded that a hospital district¹²⁶ and the Dallas Area Rapid Transit Authority¹²⁷ are special districts.

*Sierra Club v. Austin Transportation Study Policy Advisory Committee*¹²⁸ is the only judicial decision that has addressed the meaning of “special district” in the Act. The court in *Sierra Club* decided that the Austin Transportation Study Policy Advisory Committee (ATSPAC) was a “special district” within the Act. The committee, a metropolitan planning organization that engaged in transportation planning under federal law, consisted of state, county, regional and municipal public officials. Its decisions as to transportation planning within a five-county area were used by federal agencies to determine funding for local highway projects. Although such committees did not exist when the Act was adopted in 1967, the court compared ATSPAC’s functions to those of a “governmental body” and concluded that the committee was the kind of body that the Act should govern.¹²⁹ The court relied on the following definition of special district:

a limited governmental structure created to bypass normal borrowing limitations, to insulate certain activities from traditional political influence, to allocate functions to entities reflecting particular expertise, to provide services in otherwise

¹²⁰ *Fiske v. City of Dallas*, 220 S.W.3d 547, 551 (Tex. App.—Texarkana 2007, no pet.).

¹²¹ *See id.*; *see also* Tex. Att’y Gen. Op. No. GA-0361 (2005) at 5–7 (concluding that a county election commission is not a deliberative body with rulemaking or quasi-judicial powers).

¹²² Tex. Att’y Gen. Op. No. DM-426 (1996) at 2.

¹²³ *Id.* at 2.

¹²⁴ *Id.*; *see also* Tex. Att’y Gen. Op. Nos. JC-0327 (2001) at 2 (concluding that board of the Bryan-College Station Economic Development Corporation did not act in a quasi-judicial capacity or have rulemaking power); H-467 (1974) at 3 (concluding that city library board, a department of the city, did not act in a quasi-judicial capacity or have rulemaking power).

¹²⁵ TEX. GOV’T CODE § 551.001(3)(H).

¹²⁶ *See* Tex. Att’y Gen. Op. No. H-238 (1974) at 2.

¹²⁷ *See* Tex. Att’y Gen. Op. No. JM-595 (1986) at 2.

¹²⁸ *Sierra Club v. Austin Transp. Study Policy Advisory Comm.*, 746 S.W.2d 298, 301 (Tex. App.—Austin 1988, writ denied).

¹²⁹ *Id.* at 300–301.

unincorporated areas, or to accomplish a primarily local benefit or improvement, e.g., parks and planning mosquito control, sewage removal.¹³⁰

Relying on the *Sierra Club* case, this office has concluded that a committee of judges meeting to participate in managing a community supervision and corrections department is a “special district” subject to the Act.¹³¹ It also relied on *Sierra Club* to decide that the Act applied to the Border Health Institute, a consortium of public and private entities established to assist the work of health-related institutions in the Texas-Mexico border region.¹³² It determined that other governmental entities, such as a county committee on aging created under the Non-Profit Corporation Act, were not “special districts.”¹³³

D. Committees and Subcommittees of Governmental Bodies

Generally, meetings of less than a quorum of a governmental body are not subject to the Act.¹³⁴ However, when a governmental body appoints a committee that includes less than a quorum of the parent body and grants it authority to supervise or control public business or public policy, the committee may itself be a “governmental body” subject to the Act.¹³⁵ In *Willmann v. City of San Antonio*,¹³⁶ the city council established a subcommittee consisting of less than a quorum of council members and charged it with recommending the appointment and reappointment of municipal judges.¹³⁷ The appellate court, reviewing the conclusion on summary judgment that the committee was not subject to the Act, stated that a “governmental body does not always insulate itself from . . . [the Act’s] application simply because less than a quorum of the parent body is present.”¹³⁸ Because the evidence indicated that the subcommittee actually made final decisions and the city council merely “rubber stamped” them, the appellate court reversed the summary judgment as to the Open Meetings Act issue.¹³⁹

¹³⁰ *Id.* at 301 (quoting BLACK’S LAW DICTIONARY 1253 (5th ed. 1986)).

¹³¹ See Tex. Att’y Gen. Op. No. DM-395 (1996) at 3–4. But see Tex. Att’y Gen. Op. No. GA-0504 (2007) at 2 n.4 (observing that Texas Supreme Court Order No. 97-9141, 1997 WL 583726 (per curiam), had raised questions about the premises underlying the conclusion of Attorney General Opinion DM-395).

¹³² See Tex. Att’y Gen. Op. No. GA-0280 (2004) at 8–9; see also Tex. Att’y Gen. Op. No. DM-426 (1996) at 4 (concluding that regional housing authority created under chapter 392 of the Local Government Code is special district within the Act).

¹³³ See Tex. Att’y Gen. Op. No. DM-7 (1991) at 2–3; see also Tex. Att’y Gen. Op. No. JC-0160 (1999) at 3 (concluding that *ad hoc* intergovernmental working group of employees is not a “special district” within the Act).

¹³⁴ See *Hays Cty. v. Hays Cty. Water Planning P’ship*, 106 S.W.3d 349, 356 (Tex. App.—Austin 2003, no pet.); Tex. Att’y Gen. Op. No. JC-0407 (2001) at 9.

¹³⁵ Tex. Att’y Gen. Op. Nos. JC-0060 (1999) at 2, JC-0053 (1999) at 3; Tex. Att’y Gen. LO-97-058, at 2–5; LO-97-017, at 5.

¹³⁶ *Willmann v. City of San Antonio*, 123 S.W.3d 469 (Tex. App.—San Antonio 2003, pet. denied).

¹³⁷ See *id.* at 471–72.

¹³⁸ *Id.* at 478.

¹³⁹ See *id.* at 480; see also *Finlan v. City of Dallas*, 888 F. Supp. 779, 785 (N.D. Tex. 1995) (noting concern that danger exists that full council is merely a “rubber stamp” of committee); Tex. Att’y Gen. Op. Nos. JC-0060 (1999) at 3, H-823 (1976) at 2, H-438 (1974) at 3 (discussing “rubber stamping” of committee and subcommittee decisions).

Attorney General Opinion GA-0957 recently concluded that if a quorum of a governmental body attends a meeting of a committee of the governmental body at which a deliberation as defined by the Act takes place, the committee meeting will constitute a meeting of the governmental body.¹⁴⁰ Yet, in at least one statute, the Legislature has expressly provided that a committee of a board “where less than a quorum of any one board is present is not subject to the provisions of the open meetings law.”¹⁴¹

E. Advisory Bodies

An advisory committee that does not control or supervise public business or policy is not subject to the Act,¹⁴² even though its membership includes some members, but less than a quorum, of a governmental body.¹⁴³ For example, the multidisciplinary team established to review offenders’ records under the Commitment of Sexually Violent Predators Act was not subject to the Act.¹⁴⁴ The team made an initial assessment of certain offenders to determine whether they should be subject to further evaluation for civil commitment. Subsequent assessments by other persons determined whether commitment proceedings should be filed. Thus, the team lacked ultimate supervision or control over public business or policy.¹⁴⁵

However, if a governmental body that has established an advisory committee routinely adopts or “rubber stamps” the advisory committee’s recommendations, the committee probably will be considered to be a governmental body subject to the Act.¹⁴⁶ Thus, the fact that a committee is called an advisory committee does not necessarily mean it is excepted from the Act.

The Legislature has adopted statutes providing that particular advisory committees are subject to the Act, including a board or commission established by a municipality to assist it in developing a zoning plan or zoning regulations,¹⁴⁷ the nursing advisory committee established by the statewide health coordinating council,¹⁴⁸ advisory committees for existing Boll Weevil Eradication zones appointed by the commissioner of the Official Cotton Growers’ Boll Weevil Eradication Foundation,¹⁴⁹ and an education research center advisory board.¹⁵⁰

¹⁴⁰ See Tex. Att’y Gen. Op. No. GA-0957 (2012) at 2–3.

¹⁴¹ TEX. WATER CODE § 49.064 (applicable to general law water districts); see also *Tarrant Reg’l Water Dist. v. Bennett*, 453 S.W.3d 51, 58 (Tex. App.—Fort Worth 2014, pet. denied) (discussing Water Code section 49.064 in relation to the Act and questioning previous attorney general opinions’ conclusions that an advisory committee could be subject to the Act as a governmental body).

¹⁴² See Tex. Att’y Gen. Op. No. GA-0232 (2004) at 3–5 (concluding that student fee advisory committee established under Education Code section 54.5031 is not subject to the Act).

¹⁴³ Tex. Att’y Gen. Op. Nos. JM-331 (1985) at 3 (concluding that citizens advisory panel of Office of Public Utility Counsel, with no power to supervise or control public business, is not governmental body), H-994 (1977) at 3 (discussing fact question as to whether committee appointed to study process of choosing university president and make recommendations to Board of Regents is subject to the Act).

¹⁴⁴ See *Beasley*, 95 S.W.3d at 606.

¹⁴⁵ *Id.*

¹⁴⁶ Tex. Att’y Gen. Op. Nos. H-467 (1974) at 3–4, H-438 (1974) at 3.

¹⁴⁷ TEX. LOC. GOV’T CODE § 211.0075.

¹⁴⁸ TEX. HEALTH & SAFETY CODE § 104.0155(e).

¹⁴⁹ TEX. AGRIC. CODE § 74.1041(e).

¹⁵⁰ TEX. EDUC. CODE § 1.006(b).

F. Public and Private Entities That Are Not Governmental Bodies

Nonprofit corporations established to carry out governmental business generally are not subject to the Act because they are not within the Act's definition of "governmental body."¹⁵¹ A nonprofit created under the Texas Nonprofit Corporation Act to provide services to a county's senior citizens was not a governmental body because it was not a governmental structure, and it had no power to supervise or control public business.¹⁵²

However, the Act itself provides that certain nonprofit corporations are governmental bodies.¹⁵³ Other statutes provide that specific kinds of nonprofit corporations are subject to the Act, such as development corporations created under the Development Corporation Act of 1979,¹⁵⁴ and the governing body of an open-enrollment charter school, which may be a private school or a nonprofit entity.¹⁵⁵ If a nonprofit corporation provides in its articles of incorporation or bylaws that its board of directors will conduct meetings in accord with the Act, then the board must do so.¹⁵⁶

A private entity does not become a governmental body within the Act merely because it receives public funds.¹⁵⁷ A city chamber of commerce, a private entity, is not a governmental body within the Act although it receives public funds.¹⁵⁸

G. Legislature

There is very little authority on section 551.003. A 1974 attorney general letter advisory discussed it in connection with Texas Constitution article III, section 11, which provides in part that "[e]ach House may determine the rules of its own proceedings."¹⁵⁹ The letter advisory raised the possibility that the predecessor of section 551.003 is unconstitutional to the extent of conflict with Texas Constitution article III, section 11, stating that "neither House may infringe upon or limit the present or future right of the other to adopt its own rules."¹⁶⁰ However, it did not address the constitutional issue, describing the predecessor to Government Code section 551.003 as an exercise of rulemaking power for the 1973–74 legislative sessions.¹⁶¹

The Texas Supreme Court addressed Government Code section 551.003 in a 2000 case challenging the Senate's election by secret ballot of a senator to perform the duties of lieutenant governor.¹⁶² Members of the media contended that the Act prohibited the Senate from voting by secret ballot.¹⁶³

¹⁵¹ TEX. GOV'T CODE § 551.001(3). *Cf. id.* § 552.003(1)(A)(xi) (including certain nonprofit corporations in definition of "governmental body" for purposes of the Public Information Act).

¹⁵² Tex. Att'y Gen. Op. No. DM-7 (1991) at 3.

¹⁵³ TEX. GOV'T CODE § 551.001(3)(J)–(K).

¹⁵⁴ TEX. LOC. GOV'T CODE § 501.072.

¹⁵⁵ TEX. EDUC. CODE § 12.1051.

¹⁵⁶ Tex. Att'y Gen. LO-96-146, at 5.

¹⁵⁷ Tex. Att'y Gen. LO-98-040, at 2.

¹⁵⁸ Tex. Att'y Gen. LO-93-055, at 3.

¹⁵⁹ *See* Tex. Att'y Gen. LA-84 (1974) at 2.

¹⁶⁰ Tex. Att'y Gen. LA-84 (1974) at 2.

¹⁶¹ *See id.*

¹⁶² *In re The Tex. Senate*, 36 S.W.3d 119 (Tex. 2000).

¹⁶³ *See id.* at 119.

Governmental Bodies

The Supreme Court stated that section 551.003 “clearly covers the Committee of the Whole Senate. Thus, its meetings and votes cannot be kept secret ‘except as specifically provided’ by the Texas Constitution.”¹⁶⁴ The court then determined that Texas Constitution article III, section 41, which authorizes the Senate to elect its officers by secret ballot, provided an exception to section 551.003.¹⁶⁵

¹⁶⁴ *Id.* at 120.

¹⁶⁵ *See id.*

VI. Meetings

A. Definitions

The Act applies to a governmental body, as defined by section 551.001(3), when it engages in a “regular, special, or called meeting.”¹⁶⁶ Informal meetings of a quorum of members of a governmental body are also subject to the Act.¹⁶⁷

“Deliberation,” a key term for understanding the Act, is defined as follows:

“Deliberation” means a verbal or written exchange between a quorum of a governmental body, or between a quorum of a governmental body and another person, concerning an issue within the jurisdiction of the governmental body.¹⁶⁸

“Deliberation” and “discussion” are synonymous for purposes of the Act.¹⁶⁹ Prior to the 86th Legislature’s amendment to the definition of deliberation, a “verbal exchange” was construed to include not only an exchange of spoken words,¹⁷⁰ but also an exchange of written materials or electronic mail. The 2019 amendment clarifies that a deliberation includes written materials.¹⁷¹

The Act includes two definitions of “meeting.”¹⁷² Section 551.001(4)(A) uses the term “deliberation” to define “meeting”:

(A) a deliberation between a quorum of a governmental body, or between a quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered or during which the governmental body takes formal action¹⁷³

B. Deliberations Among a Quorum of a Governmental Body or Between a Quorum and a Third Party

The following test has been applied to determine when a discussion among members of a statewide governmental entity is a “meeting” as defined by section 551.001(4)(A):

¹⁶⁶ TEX. GOV’T CODE § 551.002.

¹⁶⁷ *Acker v. Tex. Water Comm’n*, 790 S.W.2d 299, 300 (Tex. 1990) (considering meeting in restroom of two members of three-person board); *Bexar Medina Atascosa Water Dist. v. Bexar Medina Atascosa Landowners’ Ass’n*, 2 S.W.3d 459, 460–61 (Tex. App.—San Antonio 1999, pet. denied) (considering “informational gathering” of water district board with landowners in board member’s barn).

¹⁶⁸ See Act of May 23, 2019, 86th Leg., R.S., ch. 645, § 1, 2019 Tex. Sess. Law Serv. 1891 (to be codified at TEX. GOV’T CODE § 551.001(2)).

¹⁶⁹ *Bexar Medina Atascosa Water Dist.*, 2 S.W.3d at 461.

¹⁷⁰ *Gardner v. Herring*, 21 S.W.3d 767, 771 (Tex. App.—Amarillo 2000, no pet.).

¹⁷¹ See Act of May 23, 2019, 86th Leg., R.S., ch. 645, § 1, 2019 Tex. Sess. Law Serv. 1891 (to be codified at TEX. GOV’T CODE § 551.001(2)).

¹⁷² Tex. Att’y Gen. Op. Nos. GA-0896 (2011) at 2, JC-0307 (2000) at 5, DM-95 (1992) at 5.

¹⁷³ TEX. GOV’T CODE § 551.001(4)(A).

Meetings

- (1) The body must be an entity within the executive or legislative department of the state.
- (2) The entity must be under the control of one or more elected or appointed members.
- (3) The meeting must involve formal action or deliberation between a quorum of members..¹⁷⁴
- (4) The discussion or action must involve public business or public policy.
- (5) The entity must have supervision or control over that public business or policy..¹⁷⁵

Statewide governmental bodies that have supervision or control over public business or policy are subject to the Act, and so are the local governmental bodies expressly named in the definition of “governmental body.”¹⁷⁶ In contrast, a group of public officers and employees in a county who met to share information about jail conditions did not supervise or control public business or public policy and thus was not subject to the Act..¹⁷⁷ A purely advisory body, which has no authority over public business or policy, is not subject to the Act,¹⁷⁸ unless a governmental body routinely adopts or “rubber stamps” the recommendations of the advisory body..¹⁷⁹ *See* Part V.E.

C. Gathering at Which a Quorum Receives Information from or Provides Information to a Third Party

Section 551.001(4)(B) defines “meeting” as follows:

(B) except as otherwise provided by this subdivision, a gathering:

- (i) that is conducted by the governmental body or for which the governmental body is responsible;
- (ii) at which a quorum of members of the governmental body is present;
- (iii) that has been called by the governmental body; and

¹⁷⁴ Deliberation between a quorum and a third party now satisfies this part of the test. *See id.* § 551.001(2).

¹⁷⁵ *Gulf Reg'l Educ. Television Affiliates v. Univ. of Houston*, 746 S.W.2d 803, 809 (Tex. App.—Houston [14th Dist.] 1988, writ denied) (citing Attorney General Opinion H-772 (1976)); *see also* Tex. Att’y Gen. Op. No. GA-0232 (2004) at 3–5 (relying on quoted test to determine that student fee advisory committee established under Education Code section 54.5031 is not subject to the Act).

¹⁷⁶ *See* TEX. GOV’T CODE § 551.001(3).

¹⁷⁷ *See* Tex. Att’y Gen. Op. No. GA-0504 (2007) at 3.

¹⁷⁸ Tex. Att’y Gen. Op. Nos. H-994 (1977) at 2 (concluding that committee appointed to study process of choosing university president and to make recommendations to Board of Regents likely is not subject to the Act), H-772 (1976) at 6 (concluding that meeting of group of employees, such as general faculty of university, is not subject to the Act), H-467 (1974) at 3 (concluding that city library board, which is advisory only, is not subject to the Act).

¹⁷⁹ Tex. Att’y Gen. Op. Nos. H-467 (1974) at 4, H-438 (1974) at 3–4.

- (iv) at which the members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the governmental body, about the public business or public policy over which the governmental body has supervision or control.

The term does not include the gathering of a quorum of a governmental body at a social function unrelated to the public business that is conducted by the body, or the attendance by a quorum of a governmental body at a regional, state, or national convention or workshop, ceremonial event, press conference, or the attendance by a quorum of a governmental body at a candidate forum, appearance, or debate to inform the electorate, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, press conference, forum, appearance, or debate.

The term includes a session of a governmental body.¹⁸⁰

Section 551.001(4)(A) applies when a quorum of a governmental body engages in deliberations, either among the members of the quorum or between the quorum and a third party.¹⁸¹ Section 551.001(4)(B) reaches gatherings of a quorum of a governmental body even when the members of the quorum do not participate in deliberations among themselves or with third parties.¹⁸² Under the circumstances described by section 551.001(4)(B), the governmental body may be subject to the Act when it merely listens to a third party speak at a gathering the governmental body conducts or for which the governmental body is responsible.¹⁸³

D. Informal or Social Meetings

When a quorum of the members of a governmental body assembles in an informal setting, such as a social occasion, it will be subject to the requirements of the Act if the members engage in a verbal exchange about public business or policy. The Act's definition of a meeting expressly excludes gatherings of a "quorum of a governmental body at a social function unrelated to the public business that is conducted by the body."¹⁸⁴ The definition also excludes from its reach the attendance by a quorum at certain other events such as a regional, state or national convention or workshop, ceremonial events, press conferences, and a candidate forum, appearance, or debate to

¹⁸⁰ TEX. GOV'T CODE § 551.001(4)(B).

¹⁸¹ *Id.* § 551.001(4)(A). *But see* Tex. Att'y Gen. Op. No. GA-0989 (2013) at 2 (concluding that a private consultation between a member of a governmental body and an employee that does not take place within the hearing of a quorum of other members does not constitute a meeting under section 551.001(4)).

¹⁸² *Cf.* Tex. Att'y Gen. Op. Nos. JC-0248 (2000) at 2 (concluding that quorum of state agency board may testify at public hearing conducted by another agency), JC-0203 (2000) at 4 (concluding that quorum of members of standing committee of hospital district may attend public speech and comment on matters of hospital district business within supervision of committee).

¹⁸³ Tex. Att'y Gen. Op. No. JC-2000 at 3–4 (discussing the Act's application when quorum of governmental body listens to members of the public in a session commonly known as a "public comment" session, "public forum" or "open mike" session).

¹⁸⁴ TEX. GOV'T CODE § 551.001(4)(B).

inform the electorate.¹⁸⁵ In both instances, there is no “meeting” under the Act “if formal action is not taken and any discussion of public business is *incidental* to the social function, convention, workshop, ceremonial event, or press conference.”¹⁸⁶

E. Discussions Among a Quorum through a Series of Communications

On occasion, a governmental body has tried to avoid complying with the Act by deliberating about public business without a quorum being physically present in one place and claiming that this was not a “meeting” within the Act.¹⁸⁷ Conducting secret deliberations and voting over the telephone, when no statute authorized this, was one such method.¹⁸⁸

Section 551.143 as originally written prohibited machinations to avoid complying with the Act by criminalizing multiple meetings in numbers less than a quorum to “conspire to circumvent the Act.” One example of such a so-called walking quorum was described by *Esperanza Peace and Justice Center v. City of San Antonio*.¹⁸⁹

Amended section 551.143 now prohibits discussion about an item of public business among a quorum of a governmental body through a series of communications. Section 551.143 provides that it is a criminal offense for a member of a governmental body to knowingly engage “in at least one communication among a series of communications that each occur outside of a meeting . . . and that concern an issue within the jurisdiction of the governmental body in which members engaging in the individual communications constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of the members.”¹⁹⁰ The member must know at the time he or she engaged in the communication that the series of communications “involved or would involve a quorum” and would “constitute a deliberation once a quorum of members engaged in the series of communications.”¹⁹¹

Section 551.006 authorizes members of a governmental body to communicate through an online message board or similar Internet application.¹⁹² A governmental body utilizing an electronic message board may have only one such board and it can be used by only members of the governmental body and their authorized staff.¹⁹³ The online message board must be prominently displayed on the governmental body’s primary Internet web page and no more than one click away from that page.¹⁹⁴ A governmental body that removes a communication from the online message board that has been posted for at least 30 days must maintain the posting for a period of six years,

¹⁸⁵ See *id.*

¹⁸⁶ *Id.* (emphasis added).

¹⁸⁷ One court of appeals stated that “[o]ne board member asking another board member her opinion on a matter does not constitute a deliberation of public business.” *Foreman v. Whitty*, 392 S.W.3d 265, 277 (Tex. App.—San Antonio 2012, no pet.).

¹⁸⁸ See *Hitt v. Mabry*, 687 S.W.2d 791, 793, 796 (Tex. App.—San Antonio 1985, no writ).

¹⁸⁹ *Esperanza Peace & Justice Ctr. v. City of San Antonio*, 316 F. Supp. 2d. 433 (W.D. Tex. 2001).

¹⁹⁰ See TEX. GOV’T CODE § 551.143(a), (a)(1).

¹⁹¹ *Id.* § 551.143(a)(2).

¹⁹² *Id.* § 551.006.

¹⁹³ *Id.* § 551.006(b), (c) (providing that a posting by a staff member must include the staff member’s name and title).

¹⁹⁴ *Id.* § 551.006(b).

and the communication is public information under the Public Information Act.¹⁹⁵ Most importantly, a governmental body may not vote or take any action by communication on an online message board.¹⁹⁶

F. Meetings Using Telephone, Videoconference, and the Internet

A governmental body may not conduct meetings subject to the Act by telephone or videoconference unless a statute expressly authorizes it to do so.¹⁹⁷

1. Telephone Meetings

The Act authorizes governmental bodies to conduct meetings by telephone conference call under limited circumstances and subject to procedures that may include special requirements for notice, record-keeping and two-way communication between meeting locations.¹⁹⁸

A governmental body may hold an open or closed meeting by telephone conference call if:

- (1) an emergency or public necessity exists within the meaning of Section 551.045 of this chapter; and
- (2) the convening at one location of a quorum of the governmental body is difficult or impossible; or
- (3) the meeting is held by an advisory board.¹⁹⁹

The emergency telephone meeting is subject to the notice requirements applicable to other meetings held under the Act. The open portions of the meeting are required to be audible to the public at the location specified in the notice and must be recorded. The provision also requires the location of the meeting to be set up to provide two-way communication during the entire conference call and the identity of each party to the conference call to be clearly stated prior to speaking.²⁰⁰

The Act authorizes the governing board of an institution of higher education, water districts whose territory includes land in three or more counties, the Board for Lease of University Lands, or the Texas Higher Education Coordinating Board to meet by telephone conference call if the meeting is a special called meeting, immediate action is required, and it is difficult or impossible to convene

¹⁹⁵ *Id.* § 551.006(d).

¹⁹⁶ *Id.* § 551.006(e).

¹⁹⁷ See generally *Hitt*, 687 S.W.2d at 796; *Elizondo v. Williams*, 643 S.W.2d 765, 766–67 (Tex. App.—San Antonio 1982, no writ) (telephone meetings); Tex. Att’y Gen. Op. No. DM-207 (1993) at 3 (videoconference meeting). But see *Harris Cty. Emergency Serv. Dist. No. 1 v. Harris Cty. Emergency Corps.*, 999 S.W.2d 163, 169 (Tex. App.—Houston [14th Dist.] 1999, no pet.) (concluding that telephone discussion by fewer than a quorum of board members about placing items on the agenda, without evidence of intent, did not violate the Act).

¹⁹⁸ TEX. GOV’T CODE §§ 551.121–.126, .129–.131 (authorizing meetings by telephone conference call under specified circumstances).

¹⁹⁹ *Id.* § 551.125(b). See Tex. Att’y Gen. Op. No. GA-0379 (2005) at 2–3 (addressing Government Code section 551.125(b)(3)).

²⁰⁰ TEX. GOV’T CODE § 551.125(b)–(f).

Meetings

a quorum at one location..²⁰¹ The Texas Board of Criminal Justice may hold an emergency meeting by telephone conference call..²⁰² and, at the call of its presiding officer, the Board of Pardons and Paroles may hold a hearing on clemency matters by telephone conference call..²⁰³ The Act permits the board of trustees of the Teacher Retirement System to hold an open or closed meeting by telephone conference call if a quorum of the board is present at one location and other requirements of the Act are followed..²⁰⁴

Statutes other than the Act authorize some governing bodies to meet by telephone conference call under limited circumstances. For example, if the joint chairs of the Legislative Budget Board are physically present at a meeting, and the meeting is held in Austin, any number of the other board members may attend by use of telephone conference call, videoconference call, or other similar telecommunication device..²⁰⁵

A governmental body may consult with its attorney by telephone conference call, videoconference call or communications over the Internet, unless the attorney is an employee of the governmental body..²⁰⁶ If the governmental body deducts employment taxes from the attorney's compensation, the attorney is an employee of the governmental body..²⁰⁷ The restriction against remote communications with an employee attorney does not apply to the governing board of an institution of higher education or the Texas Higher Education Coordinating Board..²⁰⁸

2. Videoconference Call Meetings

The Act also authorizes governmental bodies to conduct meetings by videoconference call and, unlike with telephone meetings, does not limit that authority to emergency circumstances..²⁰⁹ Section 551.127 authorizes a member or employee of a governmental body to participate remotely in a meeting of the governmental body through a videoconference call if there is live video and

²⁰¹ *Id.* § 551.121(c).

²⁰² TEX. GOV'T CODE § 551.123.

²⁰³ *Id.* § 551.124.

²⁰⁴ *Id.* § 551.130.

²⁰⁵ TEX. GOV'T CODE § 322.003(d); *see also* TEX. AGRIC. CODE §§ 41.205(b) (Texas Grain Producer Indemnity Board), 62.0021(a) (State Seed and Plant Board); TEX. FIN. CODE § 11.106(c) (Finance Commission); TEX. GOV'T CODE §§ 501.139(b) (Correctional Managed Health Care Committee), 436.054 (Texas Military Preparedness Commission).

²⁰⁶ TEX. GOV'T CODE § 551.129(a), (d).

²⁰⁷ *Id.* § 551.129(e).

²⁰⁸ *Id.* § 551.129(f).

²⁰⁹ *Id.* § 551.127.

Meetings

audio feed of the remote participant that is broadcast live at the meeting and the feed complies with the other provisions of section 551.127.²¹⁰

As a preliminary matter, a meeting held by videoconference call must meet the regular notice requirements of the Act.²¹¹ In addition, section 551.127 authorizes two logistical scenarios depending on the territorial jurisdiction of the governmental body and requires that the notice specify a particular location of the meeting and who will be physically present there, as follows:

A state governmental body or a governmental body that extends into three or more counties may meet by videoconference call only if the member of the governmental body presiding over the meeting is physically present at one location of the meeting.²¹² The notice must specify that location, which must be open to the public during the open portions of the meeting, as well as state the intent to have the member of the governmental body presiding over the meeting present there.²¹³

For all other governmental bodies, the Act authorizes a meeting by videoconference call only if a full quorum of the governmental body is physically present at one location of the meeting.²¹⁴ In that instance, the notice must specify that location, as well as the intent to have a quorum present there.²¹⁵

The location where the presiding member is physically present must be open to the public during the open portions of the meeting.²¹⁶

Beyond notice and logistics, the Act specifies certain technical requirements. The meeting location where the quorum or presiding member is present as well as each remote location from which a member participates “shall have two-way audio and video communication with each other location during the entire meeting.”²¹⁷ The Act requires that, while speaking, each participant’s face must be clearly visible and the voice audible to each other participant and to the members of the public in attendance at the location where the quorum or presiding member is present and any other location of the meeting that is open to the public.²¹⁸ The Act additionally requires that each open portion of the meeting is to be visible and audible to the public at the meeting location where the

²¹⁰ *Id.* § 551.127(a-1); *see id.* § 551.127(a) (“[T]his chapter does not prohibit a governmental body from holding an open or closed meeting by videoconference call.”). Subsection 81.001(b) of the Local Government Code, which provides that the county judge, if present, is the presiding officer of the county commissioners court, does not apply to a meeting held by videoconference. *See* TEX. LOC. GOV’T CODE § 81.001(b). The subsection ensures that a county judge may remotely participate in a videoconference meeting while another member of the commissioners court presides over the meeting at the physical location accessible to the public.

²¹¹ TEX. GOV’T CODE § 551.127(d).

²¹² *Id.* § 551.127(c).

²¹³ *Id.* § 551.127(e).

²¹⁴ *Id.* § 551.127(b).

²¹⁵ *Id.* § 551.127(e).

²¹⁶ *Id.*

²¹⁷ *Id.* § 551.127(h). “The audio and video signals perceptible by members of the public at each location of the meeting described by Subsection (h) must be of sufficient quality so that members of the public at each location can observe the demeanor and hear the voice of each participant in the open portion of the meeting.” *Id.* § 551.127(j).

²¹⁸ *Id.* § 551.127(h).

quorum or presiding member is present and that at any time that the meeting is no longer visible and audible to the public, the meeting must be recessed until the problem is resolved.²¹⁹ The meeting must be adjourned if the problem is not resolved in six hours.²²⁰ The Act tasks the Department of Information Resources to specify minimum standards for the audio and video signals required at a videoconference meeting and the quality of the signals at each location of the meeting must meet or exceed those standards.²²¹

Generally speaking, a remote participant “shall be counted as present at the meeting for all purposes.”²²² However, if the audio or video communication is lost for any portion of the meeting, the remote participant is considered absent during that time.²²³ Should this occur, the governmental body may continue the meeting only as follows: (1) If the meeting is being held by a statewide body or one that extends into three or more counties, there must continue to be a quorum participating in the meeting. (2) If the meeting is held by another governmental body, a full quorum must remain physically present at the meeting location.²²⁴

Section 551.127 also requires the governmental body to “make at least an audio recording of the meeting” and to make the recording available to the public.²²⁵ And section 551.127 expressly permits a governmental body to allow a member of the public to testify at a meeting from a remote location by videoconference call.²²⁶

3. Meetings Broadcast over the Internet

Section 551.128 of the Act provides that with certain exceptions a governmental body has discretion to broadcast an open meeting over the Internet and sets out the requirements for a broadcast.²²⁷ The exceptions referred to in section 551.128(b-1) make the broadcast of open meetings over the Internet mandatory for a transit authority or department, an elected school district board of trustees for a school district with a student enrollment of 10,000 or more, an elected governing body of a home-rule municipality that has a population of 50,000 or more, and a county commissioners court in a county with a population of 125,000 or more.²²⁸

A governmental body required to broadcast its open meetings over the Internet under section 551.128(b-1) must make a video and audio recording of “each regularly scheduled open meeting that is not a work session or a special called meeting” and must make the recording available not later than seven days after the date of the meeting.²²⁹ And the governmental body must maintain

²¹⁹ See *id.* § 551.127(f).

²²⁰ *Id.*

²²¹ *Id.* § 551.127(i); see 1 TEX. ADMIN. CODE §§ 209.1–.33 (Tex. Dept. of Info. Res., Minimum Standards for Meetings Held by Videoconference). The Department of Information Resources has published guidelines at <https://pubext.dir.texas.gov/portal/internal/resources/DocumentLibrary/Videoconferencing%20Guidelines.pdf>.

²²² See TEX. GOV'T CODE § 551.127(a-2).

²²³ See *id.* § 551.127(a-3).

²²⁴ See *id.*

²²⁵ *Id.* § 551.127(g).

²²⁶ See *id.* § 551.127(k).

²²⁷ TEX. GOV'T CODE § 551.128(b).

²²⁸ *Id.* § 551.128(b-1).

²²⁹ *Id.* § 551.128(b-1)(1), (b-4)(1).

Meetings

an archived recording of the meeting on the Internet “for not less than two years after the date the recording was first made available.”²³⁰ Subsection 551.128(b-1) further requires an elected school district board of trustees of a school district with an enrollment of 10,000 or more to make an audio or video recording of any work session or special called meeting at which the board of trustees “votes on any matter or allows public comment or testimony.”²³¹ Subsection 551.128(b-2) provides that a governmental body is not required to establish a separate Internet site but may make the archived recording available “on an existing Internet site, including a publicly accessible video-sharing or social networking site.”²³² Similarly, section 472.036 of the Transportation Code requires a metropolitan planning organization that serves one or more counties with a population of 350,000 to broadcast over the Internet each open meeting held by the policy board of the metropolitan planning organization.²³³

Certain junior college districts and general academic teaching institutions are required under sections 551.1281 and 551.1282 to broadcast their open meetings in the manner provided by section 551.128.²³⁴ An Internet broadcast does not substitute for conducting an in-person meeting but provides an additional way of disseminating the meeting.

Outside of the Act, certain entities may have specific provisions imposing broadcasting requirements.²³⁵

²³⁰ *Id.* § 551.128(b-4)(2).

²³¹ *See id.* § 551.128(b-1)(B).

²³² *See id.* § 551.128(b-2).

²³³ *See* TEX. TRANSP. CODE § 472.036.

²³⁴ *See* TEX. GOV'T CODE §§ 551.1281–.1282.

²³⁵ *See id.* § 531.0165 (imposing broadcasting and recording requirements on the Health and Human Services Commission and related entities).

VII. Notice Requirements

A. Content

The Act requires written notice of all meetings. Section 551.041 of the Act provides:

A governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body.²³⁶

A governmental body must give the public advance notice of the subjects it will consider in an open meeting or a closed executive session.²³⁷ The Act does not require the notice of a closed meeting to cite the section or subsection numbers of provisions authorizing the closed meeting.²³⁸ No judicial decision or attorney general opinion states that a governmental body must indicate in the notice whether a subject will be discussed in open or closed session,²³⁹ but some governmental bodies do include this information. If the notices posted for a governmental body's meetings consistently distinguish between subjects for public deliberation and subjects for executive session deliberation, an abrupt departure from this practice may raise a question as to the adequacy of the notice.²⁴⁰

Governmental actions taken in violation of the notice requirements of the Act are voidable.²⁴¹ If some actions taken at a meeting do not violate the notice requirements while others do, only the actions in violation of the Act are voidable.²⁴² (For a discussion of the voidability of the governmental body's actions, refer to Part XI.C. of this *Handbook*).

B. Sufficiency

The notice must be sufficient to apprise the general public of the subjects to be considered during the meeting. In *City of San Antonio v. Fourth Court of Appeals*,²⁴³ the Texas Supreme Court considered whether the following item in the notice posted for a city council meeting gave sufficient notice of the subject to be discussed:

An Ordinance determining the necessity for and authorizing the condemnation of certain property in County Blocks 4180, 4181, 4188, and 4297 in Southwest Bexar County for the construction of the Applewhite Water Supply Project.²⁴⁴

²³⁶ *Id.* § 551.041.

²³⁷ *Cox Enters., Inc. v. Bd. of Trs.*, 706 S.W.2d 956, 958 (Tex. 1986); *Porth v. Morgan*, 622 S.W.2d 470, 475–76 (Tex. App.—Tyler 1981, writ ref'd n.r.e.).

²³⁸ See *Rettberg v. Tex. Dep't of Health*, 873 S.W.2d 408, 411–12 (Tex. App.—Austin 1994, no writ); Tex. Att'y Gen. Op. No. GA-0511 (2007) at 4.

²³⁹ Tex. Att'y Gen. Op. No. JC-0057 (1999) at 5; Tex. Att'y Gen. LO-90-27, at 1.

²⁴⁰ Tex. Att'y Gen. Op. No. JC-0057 (1999) at 5.

²⁴¹ TEX. GOV'T CODE § 551.141.

²⁴² *Point Isabel Indep. Sch. Dist. v. Hinojosa*, 797 S.W.2d 176, 182–83 (Tex. App.—Corpus Christi 1990, writ denied).

²⁴³ *City of San Antonio v. Fourth Court of Appeals*, 820 S.W.2d 762 (Tex. 1991).

²⁴⁴ *Id.* at 764.

Notice Requirements

A property owner argued that this notice item violated the subject requirement of the statutory predecessor to section 551.041 because it did “not describe the condemnation ordinance, and in particular the land to be condemned by that ordinance, in sufficient detail” to notify an owner reading the description that the city was considering condemning the owner’s land.²⁴⁵ The Texas Supreme Court rejected the argument that the notice be sufficiently detailed to notify specific owners that their tracts might be condemned. The Court explained that the “Open Meetings Act is not a legislative scheme for service of process; it has no due process implications.”²⁴⁶ Its purpose was to provide public access to and increase public knowledge of the governmental decision-making process.²⁴⁷

The Court held that the condemnation notice complied with the Act because the notice apprised the public at large in general terms that the city would consider the condemnation of certain property in a specific area for purposes of the Applewhite project. The Court also noted that the description would notify a landowner of property in the four listed blocks that the property might be condemned, even though it was insufficient to notify an owner that his or her tracts in particular were proposed for condemnation.²⁴⁸

In *City of San Antonio v. Fourth Court of Appeals*, the Texas Supreme Court reviewed its earlier decisions on notice.²⁴⁹ In *Texas Turnpike Authority v. City of Fort Worth*,²⁵⁰ the Court had addressed the sufficiency of the following notice for a meeting at which the turnpike authority board adopted a resolution approving the expansion of a turnpike: “Consider request . . . to determine feasibility of a bond issue to expand and enlarge [the turnpike].”²⁵¹ Prior resolutions of the board had reflected the board’s intent to make the turnpike a free road once existing bonds were paid. The Court found the notice sufficient, refuting the arguments that the notice should have included a copy of the proposed resolution, that the notice should have indicated the board’s proposed action was at variance with its prior intent, or that the notice should have stated all the consequences that might result from the proposed action.²⁵²

²⁴⁵ *Id.*

²⁴⁶ *Id.* at 765 (quoting *Acker v. Tex. Water Comm’n*, 790 S.W.2d 299, 300 (Tex. 1990)); see *Rettberg*, 873 S.W.2d at 413 (holding that the Act does not entitle the executive secretary of a state agency to special notice of a meeting where his employment was terminated); *Stockdale v. Meno*, 867 S.W.2d 123, 125 (Tex. App.—Austin 1993, writ denied) (holding that Act does not entitle a teacher whose contract was terminated to more specific notice than notice that would inform the public at large).

²⁴⁷ *Fourth Court of Appeals*, 820 S.W.2d at 765.

²⁴⁸ *Id.* at 765–66.

²⁴⁹ *Id.* at 765.

²⁵⁰ *Tex. Tpk. Auth. v. City of Fort Worth*, 554 S.W.2d 675 (Tex. 1977).

²⁵¹ *Id.* at 676.

²⁵² *Id.*; see also *Charlie Thomas Ford, Inc., v. A.C. Collins Ford, Inc.*, 912 S.W.2d 271, 274 (Tex. App.—Austin 1995, writ dismissed) (holding that notice stating “Proposals for Decision and Other Actions—License and Other Cases” was sufficient to apprise the public that Motor Vehicle Commission would consider proposals for decision in dealer-licensing cases); *Washington v. Burley*, 930 F. Supp. 2d 790, 807 (S.D. Tex. 2013) (determining that notice indicating that school board would “[c]onsider recommendation to propose the termination of the . . . employment of the . . . Chief of Police” was sufficient to inform the public that the board would actually be terminating police chief’s employment and that “the notice need not state all of the possible consequences resulting from consideration of the topic”); *City of San Angelo v. Tex. Nat. Res. Conservation Comm’n*, 92 S.W.3d 624, 630 (Tex. App.—Austin 2002, no pet.) (recognizing that “consideration” necessarily

Notice Requirements

In *Lower Colorado River Authority v. City of San Marcos*,²⁵³ the Texas Supreme Court found sufficient a Lower Colorado River Authority Board notice providing “ratification of the prior action of the Board taken on October 19, 1972, in response to changes in electric power rates for electric power sold within the boundaries of the City of San Marcos, Texas.”²⁵⁴ “Although conceding that the notice was ‘not as clear as it might be,’” the Court held that it complied with the Act “because ‘it would alert a reader to the fact that some action would be considered with respect to charges for electric power sold in San Marcos.’”²⁵⁵

The Texas Supreme Court noted that in *Cox Enterprises, Inc. v. Board of Trustees*²⁵⁶ “we finally held a notice inadequate.”²⁵⁷ In the *Cox Enterprises* case, the Court held insufficient the notice of a school board’s executive session that listed only general topics such as “litigation” and “personnel.”²⁵⁸ One of the items considered at the closed session was the appointment of a new school superintendent. The Court noted that the selection of a new superintendent was not in the same category as ordinary personnel matters, because it is a matter of special interest to the public; thus, the use of the term “personnel” was not sufficient to apprise the general public of the board’s proposed selection of a new superintendent. The Court also noted that “litigation” would not sufficiently describe a major desegregation suit that had occupied the district’s time for a number of years.²⁵⁹

“If the facts as to the content of a notice are undisputed, the adequacy of the notice is a question of law.”²⁶⁰ The courts examine the facts to determine whether a particular subject or personnel matter is sufficiently described or requires more specific treatment because it is of special interest

encompasses action and stating that the word “consideration alone was sufficient to put the general public on notice that the Commission might act during the meeting”). *But see Save Our Springs All., Inc. v. City of Dripping Springs*, 304 S.W.3d 871, 890 (Tex. App.—Austin 2010, pet. denied) (considering sufficiency of notice about development agreements and recognizing that a notice listing all possible consequences could overwhelm, rather than inform, the reader).

²⁵³ *Lower Colo. River Auth. v. City of San Marcos*, 523 S.W.2d 641 (Tex. 1975).

²⁵⁴ *Id.* at 646.

²⁵⁵ *Fourth Court of Appeals*, 820 S.W.2d at 765 (quoting *Lower Colo. River Auth.*, 523 S.W.2d at 646).

²⁵⁶ *Cox Enters. Inc. v. Bd. of Trs.*, 706 S.W.2d 956 (Tex. 1986).

²⁵⁷ *Fourth Court of Appeals*, 820 S.W.2d at 765 (describing its opinion in *Cox Enterprises*); *see also Lugo v. Donna Indep. Sch. Dist. Bd. of Trs.*, 557 S.W.3d 93, 98 (Tex. App.—Corpus Christi 2017, no pet.) (holding that an agenda item notifying the public that the board would discuss a special election to fill board vacancies by a special election did not give notice that the board would appoint replacement trustees to the board vacancies).

²⁵⁸ *Cox Enters. Inc.*, 706 S.W.2d at 959.

²⁵⁹ *Id.*; *see also Mayes v. City of De Leon*, 922 S.W.2d 200, 203 (Tex. App.—Eastland 1996, writ denied) (determining that “personnel” was not sufficient notice of termination of police chief); *Stockdale*, 867 S.W.2d at 124–25 (holding that “discussion of personnel” and “proposed nonrenewal of teaching contract” provided sufficient notice of nonrenewal of band director’s contract); *Lone Star Greyhound Park, Inc. v. Tex. Racing Comm’n*, 863 S.W.2d 742, 747 (Tex. App.—Austin 1993, writ denied) (indicating that notice need not list “the particulars of litigation discussions,” which would defeat purpose of statutory predecessor to section 551.071 of the Government Code); *Point Isabel Indep. Sch. Dist.*, 797 S.W.2d at 182 (holding that “employment of personnel” is insufficient to describe hiring of principals, but is sufficient for hiring school librarian, part-time counselor, band director, or school teacher); Tex. Att’y Gen. Op. No. H-1045 (1977) at 5 (holding “discussion of personnel changes” insufficient to describe selection of university system chancellor or university president).

²⁶⁰ *Burks v. Yarbrough*, 157 S.W.3d 876, 883 (Tex. App.—Houston [14th Dist.] 2005, no pet.); *see also Friends of Canyon Lake, Inc. v. Guadalupe-Blanco River Auth.*, 96 S.W.3d 519, 529 (Tex. App.—Austin 2002, pet. denied).

to the community.²⁶¹ Consequently, counsel for the governing body should be consulted if any doubt exists concerning the specificity of notice required for a particular matter.

In *City of Donna v. Ramirez*, a court of appeals considered a meeting notice indicating a cancelled meeting.²⁶² The meeting notice of the Donna city council posted outside city hall had the word “cancelled” written on it, but the notices posted online and inside the city hall did not.²⁶³ The meeting occurred and the notice was challenged.²⁶⁴ The court held the notice violated section 551.041’s requirement that a governmental body give written notice of the date, hour, place, and subject of each meeting and section 551.043’s requirement that the notice be posted at least 72 hours before the meeting.

C. Generalized Terms

Generalized terms such as “old business,” “new business,” “regular or routine business,” and “other business” are not proper terms to give notice of a meeting because they do not inform the public of its subject matter.²⁶⁵ The term “public comment,” however, provides sufficient notice of a “public comment” session, where the general public addresses the governmental body about its concerns and the governmental body does not comment or deliberate, except as authorized by section 551.042 of the Government Code.²⁶⁶ “Public comment” will not provide adequate notice if the governmental body is, prior to the meeting, aware, or reasonably should have been aware, of specific topics to be raised.²⁶⁷ When a governmental body is responsible for a presentation, it can easily give notice of its subject matter, but it usually cannot predict the subject matter of public comment sessions.²⁶⁸ Thus, a meeting notice stating “Presentation by [County] Commissioner” did not provide adequate notice of the presentation, which covered the commissioner’s views on development and substantive policy issues of importance to the county.²⁶⁹ The term “presentation” was vague; moreover, it was noticed for the “Proclamations & Presentations” portion of the meeting, which otherwise consisted of formalities.²⁷⁰

Attorney General Opinion GA-0668 (2008) had previously determined that notice such as “City Manager’s Report” was not adequate notice for items similar to those included in section 551.0415 and that the subject of a report by a member of the city staff or governing body must be included in the notice in a manner that informs a reader about the subjects to be addressed. Section 551.0415, modifying Attorney General Opinion GA-0668, authorizes a quorum of the governing

²⁶¹ *River Rd. Neighborhood Ass’n v. S. Tex. Sports*, 720 S.W.2d 551, 557 (Tex. App.—San Antonio 1986, writ dismissed) (concluding that notice stating only “discussion” is insufficient to indicate board action is intended, given prior history of stating “discussion/action” in agenda when action is intended).

²⁶² *City of Donna v. Ramirez*, 548 S.W.3d 26, 35–36 (Tex. App.—Corpus Christi 2017, pet. denied).

²⁶³ *See id.* at 33.

²⁶⁴ *See id.*

²⁶⁵ Tex. Att’y Gen. Op. No. H-662 (1975) at 3.

²⁶⁶ Tex. Att’y Gen. Op. No. JC-0169 (2000) at 4; *see* TEX. GOV’T CODE § 551.042 (providing that governmental body may respond to inquiry about subject not on posted notice by stating factual information, reciting existing policy or placing subject of inquiry on agenda of future meeting).

²⁶⁷ Tex. Att’y Gen. Op. No. JC-0169 (2000) at 4.

²⁶⁸ *Id.*

²⁶⁹ *Hays Cty. Water Planning P’ship v. Hays Cty.*, 41 S.W.3d 174, 180 (Tex. App.—Austin 2001, pet. denied).

²⁷⁰ *Id.* at 180 (citing Tex. Att’y Gen. Op. No. JC-0169 (2000)).

Notice Requirements

body of a municipality or county to receive reports about items of community interest during a meeting without having given notice of the subject of the report if no action is taken.²⁷¹ Section 551.0415 defines an “item of community interest” to include:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in status of a person’s public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.²⁷²

D. Time of Posting

Notice must be posted for a minimum length of time before each meeting. Section 551.043(a) states the general time requirement as follows:

The notice of a meeting of a governmental body must be posted in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the meeting, except as provided by Sections 551.044–551.046.²⁷³

Section 551.043(b) relates to posting notice on the Internet. Where the Act allows or requires a governmental body to post notice on the Internet, the following provisions apply to the posting:

- (1) the governmental body satisfies the requirement that the notice be posted in a place readily accessible to the general public at all times by making a good-faith attempt to continuously post the notice on the Internet during the prescribed period;

²⁷¹ TEX. GOV’T CODE § 551.0415(a).

²⁷² *Id.* § 551.0415(b).

²⁷³ *Id.* § 551.043(a).

Notice Requirements

- (2) the governmental body must still comply with any duty imposed by this chapter to physically post the notice at a particular location; and
- (3) if the governmental body makes a good-faith attempt to continuously post the notice on the Internet during the prescribed period, the notice physically posted at the location prescribed by this chapter must be readily accessible to the general public during normal business hours.²⁷⁴

Section 551.044, which excepts from the general rule governmental bodies with statewide jurisdiction, provides as follows:

- (a) The secretary of state must post notice on the Internet of a meeting of a state board, commission, department, or officer having statewide jurisdiction for at least seven days before the day of the meeting. The secretary of state shall provide during regular office hours a computer terminal at a place convenient to the public in the office of the secretary of state that members of the public may use to view notices of meetings posted by the secretary of state.
- (b) Subsection (a) does not apply to:
 - (1) the Texas Department of Insurance, as regards proceedings and activities under Title 5, Labor Code, of the department, the commissioner of insurance, or the commissioner of workers' compensation; or
 - (2) the governing board of an institution of higher education.²⁷⁵

Section 551.046 excepts a committee of the legislature from the general rule:

The notice of a legislative committee meeting shall be as provided by the rules of the house of representatives or of the senate.²⁷⁶

The interplay between the 72-hour rule applicable to local governmental bodies and the requirement that the posting be in a place convenient to the general public in a particular location, such as the city hall or the county courthouse, at one time created legal and practical difficulties for local entities, because the required locations are not usually accessible during the night or on weekends. Section 551.043(b) solves this problem in part, providing that “if the governmental body makes a good faith attempt to continuously post the notice on the Internet during the prescribed period, the notice physically posted at the location prescribed by this chapter must be readily accessible to the general public *during normal business hours*.”²⁷⁷

²⁷⁴ *Id.* § 551.043(b).

²⁷⁵ *Id.* § 551.044.

²⁷⁶ *Id.* § 551.046.

²⁷⁷ *Id.* § 551.043(b)(3) (emphasis added).

The Texas Supreme Court had previously addressed this matter in *City of San Antonio v. Fourth Court of Appeals*.²⁷⁸ The city had posted notice of its February 15, 1990, meeting in two different locations. One notice was posted on a bulletin board inside the city hall, and the other notice was posted on a kiosk outside the main entrance to the city hall. This was done because the city hall was locked at night, thereby preventing continuous access during the 72-hour period to the notice posted inside. The court held that the double posting satisfied the requirements of the statutory predecessors to sections 551.043 and 551.050.²⁷⁹

State agencies have generally had little difficulty providing seven days' notice of their meetings, but difficulties have arisen when a quorum of a state agency's governing body wished to meet with a legislative committee.²⁸⁰ If one or more of the state agency board members were to testify or answer questions, the agency itself would have held a meeting subject to the notice, record-keeping and openness requirements of the Act.²⁸¹ Legislative committees, however, post notices "as provided by the rules of the house of representatives or of the senate,"²⁸² and these generally require shorter time periods than the seven-day notice required for state agencies.²⁸³ Thus, a state agency could find it impossible to give seven days' notice of a quorum's attendance at a legislative hearing concerning its legislation or budget. The Legislature dealt with this difference in notice requirements by adopting section 551.0035 of the Government Code, which provides as follows:

- (a) This section applies only to the attendance by a quorum of a governmental body at a meeting of a committee or agency of the legislature. This section does not apply to attendance at the meeting by members of the legislative committee or agency holding the meeting.
- (b) The attendance by a quorum of a governmental body at a meeting of a committee or agency of the legislature is not considered to be a meeting of that governmental body if the deliberations at the meeting by the members of that governmental body consist only of publicly testifying at the meeting, publicly commenting at the meeting, and publicly responding at the meeting to a question asked by a member of the legislative committee or agency.²⁸⁴

E. Place of Posting

The Act expressly states where notice shall be posted. The posting requirements vary depending on the governing body posting the notice.²⁸⁵ Sections 551.048 through 551.056 address the

²⁷⁸ *City of San Antonio v. Fourth Court of Appeals*, 820 S.W.2d 762 (Tex. 1991).

²⁷⁹ *Id.* at 768.

²⁸⁰ Tex. Att'y Gen. Op. No. JC-0308 (2000) at 2.

²⁸¹ *Id.* at 2; *see also* Tex. Att'y Gen. Op. No. JC-0248 (2000) at 2.

²⁸² TEX. GOV'T CODE § 551.046.

²⁸³ Tex. Att'y Gen. Op. No. JC-0308 (2000) at 2.

²⁸⁴ TEX. GOV'T CODE § 551.0035.

²⁸⁵ The Amarillo Court of Appeals recently rejected a challenge to the sufficiency of a notice that identified the building of the meeting "without identifying the meeting room, full street address, or name of the city." *Terrell v. Pampa Indep. Sch. Dist.*, 572 S.W.3d 294, 299 (Tex. App.—Amarillo 2019, pet. denied).

posting requirements of state entities, cities and counties, school districts, and other districts and political subdivisions. These provisions are quite detailed and, therefore, are set out here in full:

§ 551.048. State Governmental Body: Notice to Secretary of State; Place of Posting Notice

- (a) A state governmental body shall provide notice of each meeting to the secretary of state.²⁸⁶
- (b) The secretary of state shall post the notice on the Internet. The secretary of state shall provide during regular office hours a computer terminal at a place convenient to the public in the office of the secretary of state that members of the public may use to view the notice.

§ 551.049. County Governmental Body: Place of Posting Notice

A county governmental body shall post notice of each meeting on a bulletin board at a place convenient to the public in the county courthouse.

§ 551.050. Municipal Governmental Body: Place of Posting Notice

- (a) In this section, “electronic bulletin board” means an electronic communication system that includes a perpetually illuminated screen on which the governmental body can post messages or notices viewable without manipulation by the public.
- (b) A municipal governmental body shall post notice of each meeting on a physical or electronic bulletin board at a place convenient to the public in the city hall.

§ 551.0501. Joint Board: Place of Posting Notice

- (a) In this section, “electronic bulletin board” means an electronic communication system that includes a perpetually illuminated screen on which the governmental body can post messages or notices viewable without manipulation by the public.
- (b) A joint board created under Section 22.074, Transportation Code, shall post notice of each meeting on a physical or electronic bulletin board at a place convenient to the public in the board’s administrative offices.

§ 551.051. School District: Place of Posting Notice

A school district shall post notice of each meeting on a bulletin board at a place convenient to the public in the central administrative office of the district.

²⁸⁶ Notices of open meetings filed in the office of the secretary of state as provided by law are published in the Texas Register. TEX. GOV’T CODE § 2002.011(3); *see* 1 TEX. ADMIN. CODE § 91.21 (Tex. Sec’y of State, How to File an Open Meeting Notice).

§ 551.052. School District: Special Notice to News Media

- (a) A school district shall provide special notice of each meeting to any news media that has;
 - (1) requested special notice; and
 - (2) agreed to reimburse the district for the cost of providing the special notice.
- (b) The notice shall be by telephone, facsimile transmission, or electronic mail.

§ 551.053. District or Political Subdivision Extending Into Four or More Counties: Notice to Public, Secretary of State, and County Clerk; Place of Posting Notice

- (a) The governing body of a water district or other district or political subdivision that extends into four or more counties shall:
 - (1) post notice of each meeting at a place convenient to the public in the administrative office of the district or political subdivision;
 - (2) provide notice of each meeting to the secretary of state; and
 - (3) either provide notice of each meeting to the county clerk of the county in which the administrative office of the district or political subdivision is located or post notice of each meeting on the district's or political subdivision's Internet website.
- (b) The secretary of state shall post the notice provided under Subsection (a)(2) on the Internet. The secretary of state shall provide during regular office hours a computer terminal at a place convenient to the public in the office of the secretary of state that members of the public may use to view the notice.
- (c) A county clerk shall post a notice provided to the clerk under Subsection (a)(3) on a bulletin board at a place convenient to the public in the county courthouse.

§ 551.054. District or Political Subdivision Extending Into Fewer Than Four Counties: Notice to Public and County Clerks; Place of Posting Notice

- (a) The governing body of a water district or other district or political subdivision that extends into fewer than four counties shall:
 - (1) post notice of each meeting at a place convenient to the public in the administrative office of the district or political subdivision; and
 - (2) either provide notice of each meeting to the county clerk of each county in which the district or political subdivision is located or post notice of each meeting on the district's or political subdivision's Internet website.

Notice Requirements

- (b) A county clerk shall post a notice provided to the clerk under Subsection (a)(2) on a bulletin board at a place convenient to the public in the county courthouse.

§ 551.055. Institution of Higher Education

In addition to providing any other notice required by this subchapter, the governing board of a single institution of higher education:

- (1) shall post notice of each meeting at the county courthouse of the county in which the meeting will be held;
- (2) shall publish notice of a meeting in a student newspaper of the institution if an issue of the newspaper is published between the time of the posting and the time of the meeting; and
- (3) may post notice of a meeting at another place convenient to the public.

Posting notice is mandatory, and actions taken at a meeting for which notice was posted incorrectly will be voidable.²⁸⁷ In *Sierra Club v. Austin Transportation Study Policy Advisory Committee*, the court held that the committee was a special district covering four or more counties for purposes of the Act and, as such, was required to submit notice to the secretary of state pursuant to the statutory predecessor to section 551.053.²⁸⁸ Thus, a governmental body that does not clearly fall within one of the categories covered by sections 551.048 through 551.056 should consider satisfying all potentially applicable posting requirements.²⁸⁹

§ 551.056. Additional Posting Requirements for Certain Municipalities, Counties, School Districts, Junior College Districts, Development Corporations, Authorities, and Joint Boards

Section 551.056 requires certain governmental bodies and economic development corporations to post notice on their Internet websites, in addition to other postings required by the Act. This provision applies to the following entities, if the entity maintains an Internet website or has a website maintained for it:

- (1) a municipality;
- (2) a county;
- (3) a school district;

²⁸⁷ TEX. GOV'T CODE § 551.141; see *Smith Cty. v. Thornton*, 726 S.W.2d 2, 3 (Tex. 1986).

²⁸⁸ *Sierra Club v. Austin Transp. Policy Advisory Comm.*, 746 S.W.2d 298, 301 (Tex. App.—Austin 1988, writ denied).

²⁸⁹ See Tex. Att'y Gen. Op. No. JM-120 (1983) at 3 (concluding that industrial development corporation must post notice in the same manner and location as political subdivision on whose behalf it was created).

- (4) the governing body of a junior college or junior college district, including a college or district that has changed its name in accordance with Chapter 130, Education Code;
- (5) a development corporation organized under the Development Corporation Act (Subtitle C1, Title 12, Local Government Code);
- (6) a regional mobility authority included within the meaning of an “authority” as defined by Section 370.003, Transportation Code; and
- (7) a joint board created under Section 22.074, Transportation Code.²⁹⁰

If a covered municipality’s population is 48,000 or more and a county’s population is 65,000 or more, it must also post the agenda for the meeting on its website.²⁹¹ Section 551.056 also provides that the validity of a posted notice made in good faith to comply with the Act is not affected by a failure to comply with its requirements due to a technical problem beyond the control of the entity.²⁹²

F. Internet Posting of Notice and Meeting Materials

Provisions in the Act specific to general academic teaching institutions and certain junior college districts require such institutions to post specified meeting materials to their Internet website. If applicable, section 551.1281 and section 551.1282 require the Internet posting “as early as practicable in advance of the meeting” of “any written agenda and related supplemental written materials” that are provided to the governing board members for their use in the meeting.²⁹³ This posting requirement excludes any written materials “that the general counsel or other appropriate attorney” for the particular governmental body certifies are confidential.²⁹⁴

G. Emergency Meetings: Providing and Supplementing Notice

Special rules allow for posting notice of emergency meetings and for supplementing a posted notice with emergency items. These rules affect the timing and content of the notice but not its physical location. Section 551.045 provides:

- (a) In an emergency or when there is an urgent public necessity, the notice of a meeting to deliberate or take action on the emergency or urgent public necessity, or the supplemental notice to add the deliberation or taking of action on the

²⁹⁰ TEX. GOV’T CODE § 551.056(b).

²⁹¹ See *id.* § 551.056(c)(1)–(2); see also *id.* § 551.056(c)(3)–(6) (providing that certain other covered entities must post agenda on Internet).

²⁹² *Id.* § 551.056(d); see also *Argyle Indep. Sch. Dist. v. Wolf*, 234 S.W.3d 229, 248–49 (Tex. App.—Fort Worth 2007, no pet.) (determining that there was no evidence of bad faith on part of the school district). Cf. *Terrell v. Pampa Indep. Sch. Dist.*, 345 S.W.3d 641, 644 (Tex. App.—Amarillo 2011, pet. denied) (finding a material issue in summary judgment proceedings about whether ISD “actually attempted to post the notices and, therefore, met the good faith exception to the requirement to concurrently post notices”).

²⁹³ *Id.* §§ 551.1281–.1282.

²⁹⁴ *Id.*

Notice Requirements

- emergency or urgent public necessity as an item to the agenda for a meeting for which notice has been posted in accordance with this subchapter, is sufficient if the notice or supplemental notice is posted for at least one hour before the meeting is convened.
- (a-1) A governmental body may not deliberate or take action on a matter at a meeting for which notice or supplemental notice is posted under Subsection (a) other than:
 - (1) a matter directly related to responding to the emergency or urgent public necessity identified in the notice or supplemental notice of the meeting as provided by Subsection (c); or
 - (2) an agenda item listed on a notice of the meeting before the supplemental notice was posted.
 - (b) An emergency or urgent public necessity exists only if immediate action is required of a governmental body because of:
 - (1) an imminent threat to public health and safety, including a threat described by Subdivision (2) if imminent; or
 - (2) a reasonably unforeseeable situation, including:
 - (A) fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;
 - (B) power failure, transportation failure, or interruption of communication facilities;
 - (C) epidemic; or
 - (D) riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.
 - (c) The governmental body shall clearly identify the emergency or urgent public necessity in the notice or supplemental notice under this section.
 - (d) A person who is designated or authorized to post notice of a meeting by a governmental body under this subchapter shall post the notice taking at face value the governmental body's stated reason for the emergency or urgent public necessity.
 - (e) For purposes of Subsection (b)(2), the sudden relocation of a large number of residents from the area of a declared disaster to a governmental body's

Notice Requirements

jurisdiction is considered a reasonably unforeseeable situation for a reasonable period immediately following the relocation.²⁹⁵

The public notice of a meeting to deliberate or take action on an emergency or urgent public necessity must be posted at least one hour before the meeting is scheduled to begin. A governmental body may decide to consider an emergency item during a previously scheduled meeting instead of calling a new emergency meeting. The governmental body must post a supplemental notice to add the deliberation or taking of action on the emergency or urgent public necessity as an item to the agenda at least one hour before the meeting begins.²⁹⁶

In addition to posting the public notice of an emergency meeting or supplementing a notice with an emergency item, the governmental body must give special notice of the emergency meeting or emergency item to members of the news media who have previously (1) filed a request with the governmental body, and (2) agreed to reimburse the governmental body for providing the special notice.²⁹⁷ The notice to members of the news media is to be given by telephone, facsimile transmission or electronic mail at least one hour before the meeting is convened.²⁹⁸

The public notice of an emergency meeting or an emergency item must “clearly identify” the emergency or urgent public necessity for calling the meeting or for adding the item to the agenda of a previously scheduled meeting.²⁹⁹ The Act defines “emergency” for purposes of emergency meetings and emergency items.³⁰⁰

Section 551.045(a-1) prohibits a governmental body from deliberating or taking action on a matter at an emergency meeting or one for which a supplemental notice has been posted other than a matter directly related to responding to the emergency or urgent public necessity identified in the emergency notice or supplemental notice or an agenda item listed on the meeting notice before the supplemental notice was posted.³⁰¹ Section 551.142 expressly authorizes the attorney general to bring an action by mandamus or injunction in a Travis County district court to stop, prevent, or reverse a violation or threatened violation of section 551.045(a-1).³⁰²

Because section 551.045 provides for one-hour notice only for emergency meetings or for adding emergency items to the agenda, a governmental body adding a *non*emergency item to its agenda must satisfy the general notice period of section 551.043 or section 551.044, as applicable, regarding the subject of that item.

²⁹⁵ *Id.* § 551.045.

²⁹⁶ *Id.* § 551.045(a).

²⁹⁷ *Id.* § 551.047(b).

²⁹⁸ *Id.* § 551.047(c).

²⁹⁹ *Id.* § 551.045(c).

³⁰⁰ *Id.* § 551.045(b); *see River Rd. Neighborhood Ass’n v. S. Tex. Sports*, 720 S.W.2d 551, 557 (Tex. App.—San Antonio 1986, writ diss’d) (construing “emergency” consistently with definition later adopted by Legislature).

³⁰¹ TEX. GOV’T CODE § 551.045(a-1).

³⁰² *Id.* § 551.142(c), (d).

A governmental body's determination that an emergency exists is subject to judicial review.³⁰³ The existence of an emergency depends on the facts in a given case.³⁰⁴

H. Recess in a Meeting: Postponement in Case of a Catastrophe

Under section 551.0411, a governmental body that recesses an open meeting to the following regular business day need not post notice of the continued meeting if the action is taken in good faith and not to circumvent the Act. If a meeting continued to the following regular business day is then continued to another day, the governmental body must give notice of the meeting's continuance to the other day.³⁰⁵

Section 551.0411 also provides for a catastrophe that prevents the governmental body from convening an open meeting that was properly posted under section 551.041. The governmental body may convene in a convenient location within 72 hours pursuant to section 551.045 if the action is taken in good faith and not to circumvent the Act. However, if the governmental body is unable to convene the meeting within 72 hours, it may subsequently convene the meeting only if it gives written notice of the meeting.

A "catastrophe" is defined as "a condition or occurrence that interferes physically with the ability of a governmental body to conduct a meeting" including:

- (1) fire, flood, earthquake, hurricane, tornado, or wind, rain or snow storm;
- (2) power failure, transportation failure, or interruption of communication facilities;
- (3) epidemic; or
- (4) riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.³⁰⁶

³⁰³ See *River Rd. Neighborhood Ass'n*, 720 S.W.2d at 557–58 (concluding that immediate need for action was brought about by board's decisions not to act at previous meetings and was not due to an emergency); *Garcia v. City of Kingsville*, 641 S.W.2d 339, 341–42 (Tex. App.—Corpus Christi 1982, no writ) (concluding that dismissal of city manager was not a matter of urgent public necessity); see also *Markowski v. City of Marlin*, 940 S.W.2d 720, 724 (Tex. App.—Waco 1997, writ denied) (concluding that city's receipt of lawsuit filed against it by fire captain and fire chief was emergency); *Piazza v. City of Granger*, 909 S.W.2d 529, 533 (Tex. App.—Austin 1995, no writ) (concluding that notice stating city council's "lack of confidence" in police officer did not identify emergency).

³⁰⁴ *Common Cause v. Metro. Transit Auth.*, 666 S.W.2d 610, 613 (Tex. App.—Houston [1st Dist.] 1984, writ ref'd n.r.e.); see generally Tex. Att'y Gen. Op. No. JC-0406 (2001) at 5–6.

³⁰⁵ See TEX. GOV'T CODE § 551.0411(a). Before section 551.0411 was adopted, the court in *Rivera v. City of Laredo*, held that a meeting could not be continued to any day other than the immediately following day without reposting notice. See *Rivera v. City of Laredo*, 948 S.W.2d 787, 793 (Tex. App.—San Antonio 1997, writ denied).

³⁰⁶ TEX. GOV'T CODE § 551.0411(c).

I. County Clerk May Charge a Fee for Posting Notice

A county clerk may charge a reasonable fee to a district or political subdivision to post an Open Meetings Act notice.³⁰⁷

³⁰⁷ See TEX. LOC. GOV'T CODE § 118.011(c); Tex. Att'y Gen. Op. Nos. GA-0152 (2004) at 3, M-496 (1969) at 3.

VIII. Open Meetings

A. Convening the Meeting

A meeting may not be convened unless a quorum of the governmental body is present in the meeting room.³⁰⁸ This requirement applies even if the governmental body plans to go into an executive session, or closed meeting, immediately after convening.³⁰⁹ The public is entitled to know which members are present for the executive session and whether there is a quorum.³¹⁰

B. Location of the Meeting

The Act requires a meeting of a governmental body to be held in a location accessible to the public.³¹¹ It thus precludes a governmental body from meeting in an inaccessible location. Recognizing that the question whether a specific location is accessible is a fact question, this office recently opined that a court would unlikely conclude as a matter of law that the Act prohibits a governmental body from holding a meeting held in a location that requires the presentation of photo identification for admittance.³¹² This office has also opined that the Board of Regents of a state university system could not meet in Mexico, regardless of whether the board broadcast the meeting by videoconferencing technology to areas in Texas where component institutions were located.³¹³ Nor could an entity subject to the Act meet in an underwriter's office in another state.³¹⁴ In addition, pursuant to the Americans with Disabilities Act, a meeting room in which a public meeting is held must be physically accessible to individuals with disabilities. *See infra* Part XII.C of this *Handbook*.

C. Rights of the Public

A meeting that is “open to the public” under the Act is one that the public is permitted to attend.³¹⁵ Many governmental bodies conduct “public comment,” “public forum” or “open mike” sessions at which members of the public may address comments on any subject to the governmental body.³¹⁶ A public comment session is a meeting as defined by section 551.001(4)(B) of the Government Code because the members of the governmental body “receive information from . . .

³⁰⁸ TEX. GOV'T CODE § 551.001(2), (4) (defining “deliberation” and “meeting”); *Cox Enters., Inc. v. Bd. of Trs.*, 706 S.W.2d 956, 959 (Tex. 1986).

³⁰⁹ TEX. GOV'T CODE § 551.101; *see Martinez v. State*, 879 S.W.2d 54, 56 (Tex. Crim. App. 1994); *Cox Enters., Inc.*, 706 S.W.2d at 959.

³¹⁰ *Martinez*, 879 S.W.2d at 56; *Cox Enters., Inc.*, 706 S.W.2d at 959.

³¹¹ Other statutes may specify the location of a governmental body's meeting. *See* TEX. WATER CODE § 49.062 (special purpose districts), TEX. LOC. GOV'T CODE §§ 504.054, .055 (specifying alternative meeting locations for a board of an economic development corporation organized under the Development Corporation Act, Title 12, subtitle C1, Local Government Code).

³¹² Tex. Att'y Gen. Op. No. KP-0020 (2015) at 2 (acknowledging that a court would likely weigh the need for the identification requirement as a security measure against the public's right of access guaranteed under the Act).

³¹³ Tex. Att'y Gen. Op. No. JC-0487 (2002) at 7.

³¹⁴ Tex. Att'y Gen. Op. No. JC-0053 (1999) at 5–6.

³¹⁵ Tex. Att'y Gen. Op. No. M-220 (1968) at 5.

³¹⁶ Tex. Att'y Gen. Op. No. JC-0169 (2000) at 4.

or receive questions from [a] third person.”³¹⁷ Accordingly, the governmental body must give notice of a public comment session.

Effective September 1, 2019, new section 551.007 entitles the public to speak about items on the agenda at meetings of certain governmental bodies.³¹⁸ Section 551.007 excludes a governmental body listed in section 551.001(3)(A), which is “a board, commission, department, committee, or agency within the executive or legislative branch of state government that is directed by one or more elected or appointed officials.”³¹⁹ Section 551.007 provides that a governmental body to which the section applies “shall allow each member of the public who desires to address the body regarding an item on an agenda . . . to address the body regarding the item at the meeting before or during the body’s consideration of the item.”³²⁰ The new section expressly authorizes a governmental body to adopt reasonable rules regarding the public’s right to address the body, “including rules that limit the total amount of time that a member of the public may address the body on a given item.”³²¹ In setting such rules, a governmental body may not unfairly discriminate among speakers for or against a particular point of view.³²² Additionally, new section 551.007 provides that “a governmental body may not prohibit public criticism of the governmental body, including criticism of any act, omission, policy, procedure, program, or service,” except criticism otherwise prohibited by law.³²³ Further, a governmental body making a rule limiting the amount of time for a member to address the governmental body and that does not use simultaneous translation equipment must give twice as much time to a person who addresses the governmental body through a translator.³²⁴

The Act does not entitle the public to choose the items to be placed on the agenda for discussion at the meeting.³²⁵ The Act permits a member of the public or a member of the governmental body to raise a subject that has not been included in the notice for the meeting, but any discussion of the subject must be limited to a proposal to place the subject on the agenda for a future meeting. Section 551.042 of the Act provides for this procedure:

- (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:

³¹⁷ TEX. GOV’T CODE § 551.001(4)(B)(iv); *see* Tex. Att’y Gen. Op. No. JC-0169 (2000) at 3.

³¹⁸ *See* Act of May 22, 2019, 86th Leg., R.S., ch. 861, § 1, 2019 Tex. Sess. Law Serv. 2327, 2328 (to be codified at TEX. GOV’T CODE § 551.007).

³¹⁹ *See id.*; *see also* TEX. GOV’T CODE § 551.001(3)(A).

³²⁰ *See* Act of May 22, 2019, 86th Leg., R.S., ch. 861, § 1, 2019 Tex. Sess. Law Serv. 2327, 2328 (to be codified at TEX. GOV’T CODE § 551.007(b)).

³²¹ *See id.*

³²² Tex. Att’y Gen. LO-96-111 (1996) at 1.

³²³ *See* Act of May 22, 2019, 86th Leg., R.S., ch. 861, § 1, 2019 Tex. Sess. Law Serv. 2327, 2328 (to be codified at TEX. GOV’T CODE § 551.007 (e)).

³²⁴ *See id.* (to be codified at TEX. GOV’T CODE § 551.007(d)).

³²⁵ *See generally* *Charlestown Homeowners Ass’n, Inc. v. LaCoke*, 507 S.W.2d 876, 883 (Tex. App.—Dallas 1974, writ ref’d n.r.e.) (stating that the Act “does not mean that all such meetings must be ‘open’ in the sense that persons other than members are free to speak”).

Open Meetings

- (1) a statement of specific factual information given in response to the inquiry; or
 - (2) a recitation of existing policy in response to the inquiry.
- (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.³²⁶

Another section of the Act permits members of the public to record open meetings with a recorder or a video camera:

- (a) A person in attendance may record all or any part of an open meeting of a governmental body by means of a recorder, video camera, or other means of aural or visual reproduction.
- (b) A governmental body may adopt reasonable rules to maintain order at a meeting, including rules relating to:
 - (1) the location of recording equipment; and
 - (2) the manner in which the recording is conducted.
- (c) A rule adopted under Subsection (b) may not prevent or unreasonably impair a person from exercising a right granted under Subsection (a).³²⁷

D. Final Actions

Section 551.102 of the Act provides as follows:

A final action, decision, or vote on a matter deliberated in a closed meeting under this chapter may only be made in an open meeting that is held in compliance with the notice provisions of this chapter.³²⁸

A governmental body's final action, decision or vote on any matter within its jurisdiction may be made only in an open session held in compliance with the notice requirements of the Act. The

³²⁶ TEX. GOV'T CODE § 551.042.

³²⁷ *Id.* § 551.023.

³²⁸ *Id.* § 551.102; see *Rubalcaba v. Raymondville Indep. Sch. Dist.*, No. 13-14-00224-CV, 2016 WL 1274486, at *3 (Tex. App.—Corpus Christi, Mar. 31, 2016, no pet.) (mem. op.) (determining that “[w]hile a discussion may have taken place in executive session which may have been in violation of the Act,” the fact that the vote occurred in open session after the alleged violations meant that “the vote was not taken in violation” of the Act); *Tex. State Bd. of Pub. Accountancy v. Bass*, 366 S.W.3d 751, 762 (Tex. App.—Austin 2012, no pet.) (“[T]he statute contemplates that some deliberations may occur in executive session, but establishes that the final resolution of the matter must occur in open session.”).

Open Meetings

governmental body may not vote in an open session by secret written ballot.³²⁹ Furthermore, a governmental body may not take action by written agreement without a meeting.³³⁰

A city governing body may delegate to others the authority to make decisions affecting the transaction of city business if it does so in a meeting by adopting a resolution or ordinance by majority vote.³³¹ When six cities delegated to a consultant corporation the right to investigate and pursue claims against a gas company, including the right to hire counsel for those purposes, the attorney hired by the consultant could opt out of a class action on behalf of each city, and the cities did not need to hold an open meeting to approve the attorney's decision to opt out in another instance.³³² When the city attorney had authority under the city charter to bring a lawsuit and did not need city council approval to appeal, a discussion of the appeal by the city manager, a quorum of council members and the city attorney did not involve a final action.³³³

The fact that the State Board of Insurance discussed and approved a reduction in force at meetings that violated the Act did not affect the validity of the reduction, where the commissioner of insurance had independent authority to terminate employees.³³⁴ The board's superfluous approval of the firings was irrelevant to their validity.³³⁵ Similarly, the fact that the State Board of Public Accountancy's discussions in closed sessions, even if the closed sessions were improper under the Act, touched on the accountants' license revocations did not void the board's order removing the accountants' licenses when the vote of revocation was taken in open session.³³⁶

In the usual case, when the authority to make a decision or to take an action is vested in the governmental body, the governmental body must act in an open session. In *Toyah Independent School District v. Pecos-Barstow Independent School District*,³³⁷ for example, the Toyah school board sued to enjoin enforcement of an annexation order approved by the board of trustees of Reeves County in a closed meeting.³³⁸ The board of trustees of Reeves County had excluded all

³²⁹ Tex. Att'y Gen. Op. No. H-1163 (1978) at 2.

³³⁰ *Webster v. Tex. & Pac. Motor Transp. Co.*, 166 S.W.2d 75, 77 (Tex. 1942); Tex. Att'y Gen. Op. Nos. GA-0264 (2004) at 6–7, JM-120 (1983) at 4; *see also* Tex. Att'y Gen. Op. No. DM-95 (1992) at 5–6 (considering letter concerning matter of governmental business or policy that was circulated and signed by individual members of governmental body outside of open meeting).

³³¹ *City of San Benito v. Rio Grande Valley Gas Co.*, 109 S.W.3d 750, 757 (Tex. 2003) (quoting from *Cent. Power & Light Co. v. City of San Juan*, 962 S.W.2d 602, 613 (Tex. App.—Corpus Christi 1998, pet. dismissed w.o.j.)).

³³² *See id.* at 758.

³³³ *See City of San Antonio v. Aguilar*, 670 S.W.2d 681, 685–86 (Tex. App.—San Antonio 1984, writ dismissed); *see also* Tex. Att'y Gen. Op. No. MW-32 (1979) at 1–2 (concluding that procedure whereby executive director notified board of his intention to request attorney general to bring lawsuit and board member could request in writing that matter be placed on agenda of next meeting did not violate the Act).

³³⁴ *Spiller v. Tex. Dep't of Ins.*, 949 S.W.2d 548, 551 (Tex. App.—Austin 1997, writ denied); *see also Swate v. Medina Cmty. Hosp.*, 966 S.W.2d 693, 698 (Tex. App.—San Antonio 1998, pet. denied) (concluding that hospital board's alleged violation of Act did not render termination void where hospital administrator had independent power to hire and fire).

³³⁵ *Spiller*, 949 S.W.2d at 551.

³³⁶ *Tex. State Bd. of Pub. Accountancy*, 366 S.W.3d at 761–62 (“Thus, to establish that the Board's orders violated the Act, the accountants must establish that ‘the actual vote or decision’ to adopt the orders was not made in open session.”) (footnote and citation omitted).

³³⁷ *Toyah Indep. Sch. Dist. v. Pecos-Barstow Indep. Sch. Dist.*, 466 S.W.2d 377 (Tex. App.—San Antonio 1971, no writ).

³³⁸ *Id.* at 377.

members of the public from the meeting room before voting in favor of an order annexing the Toyah district to a third school district.³³⁹ The court determined that the board of trustees' action violated the Act and held that the order of annexation was ineffective.³⁴⁰ The *Toyah Independent School District* court thus developed the remedy of judicial invalidation of actions taken by a governmental body in violation of the Act. This remedy is now codified in section 551.141 of the Act. The voidability of a governmental body's actions taken in violation of the Act is discussed in Part XI.C of this *Handbook*.

Furthermore, the actual vote or decision on the ultimate issue confronting the governmental body must be made in an open session.³⁴¹ In *Board of Trustees v. Cox Enterprises, Inc.*,³⁴² the court of appeals held that a school board violated the statutory predecessor to section 551.102 when it selected a board member to serve as board president. In an executive session, the board took a written vote on which of two board members would serve as president, and the winner of the vote was announced. The board then returned to the open session and voted unanimously for the individual who won the vote in the executive session.³⁴³ Although the board argued that the written vote in the executive session was "simply a straw vote" that did not violate the Act, the court of appeals found that "there is sufficient evidence to support the trial court's conclusion that the actual resolution of the issue was made in the executive session contrary to the provisions of" the statutory predecessor to section 551.102.³⁴⁴ Thus, as *Cox Enterprises* makes clear, a governmental body should not take a "straw vote" or otherwise attempt to count votes in an executive session.

On the other hand, members of a governmental body deliberating in a permissible executive session may express their opinions or indicate how they will vote in the open session. The court in *Cox Enterprises* stated that "[a] contrary holding would debilitate the role of the deliberations which are permitted in the executive sessions and would unreasonably limit the rights of expression and advocacy."³⁴⁵

³³⁹ *Id.* at 378 n.1.

³⁴⁰ *Id.* at 380; *see also City of Stephenville v. Tex. Parks & Wildlife Dep't*, 940 S.W.2d 667, 674–75 (Tex. App.—Austin 1996, writ denied) (noting that Water Commission's decision to hear some complaints raised on motion for rehearing and to exclude others should have been taken in open session held in compliance with Act); *Gulf Reg'l Educ. Television Affiliates v. Univ. of Houston*, 746 S.W.2d 803, 809 (Tex. App.—Houston [14th Dist.] 1988, writ denied) (concluding that governmental body's decision to hire attorney to bring lawsuit was invalid because it was not made in open meeting); Tex. Att'y Gen. Op. No. H-1198 (1978) at 2 (concluding that Act does not permit governmental body to enter into agreement and authorize expenditure of funds in closed session).

³⁴¹ TEX. GOV'T CODE § 551.102; *see also Nash v. Civil Serv. Comm'n*, 864 S.W.2d 163, 166 (Tex. App.—Tyler 1993, no writ).

³⁴² *Bd. of Trs. v. Cox Enters., Inc.*, 679 S.W.2d 86, 90 (Tex. App.—Texarkana 1984), *aff'd in part, rev'd in part on other grounds*, 706 S.W.2d 956 (Tex. 1986).

³⁴³ *Id.* at 90.

³⁴⁴ *Id.*

³⁴⁵ *Id.* at 89 (footnote omitted); *see also Nash*, 864 S.W.2d at 166 (stating that Act does not prohibit board from reaching tentative conclusion in executive session and announcing it in open session where members have opportunity to comment and cast dissenting vote); *City of Dallas v. Parker*, 737 S.W.2d 845, 850 (Tex. App.—Dallas 1987, no writ) (holding that proceedings complied with Act when "conditional" vote was taken during recess, result was announced in open session, and vote of each member was apparent).

Open Meetings

In certain circumstances, a governmental body may make a “decision” or take an “action” in an executive session that will not be considered a “final action, decision, or vote” that must be taken in an open session. The court in *Cox Enterprises* held that the school board did not take a “final action” when it discussed making public the names and qualifications of the candidates for superintendent or when it discussed selling surplus property and instructed the administration to solicit bids. The court concluded that the board was simply announcing that the law would be followed rather than taking any action in deciding to make public the names and qualifications of the candidates. The court also noted that further action would be required before the board could decide to sell the surplus property; therefore, the instruction to solicit bids was not a “final action.”³⁴⁶

³⁴⁶ *Bd. of Trs.*, 679 S.W.2d at 89–90.

IX. Closed Meetings

A. Overview of Subchapter D of the Open Meetings Act

The Act provides certain narrowly drawn exceptions to the requirement that meetings of a governmental body be open to the public.³⁴⁷ These exceptions are found in sections 551.071 through 551.090 and are discussed in detail in Part B of this section of the *Handbook*.

Section 551.101 states the requirements for holding a closed meeting. It provides:

If a closed meeting is allowed under this chapter, a governmental body may not conduct the closed meeting unless a quorum of the governmental body first convenes in an open meeting for which notice has been given as provided by this chapter and during which the presiding officer publicly:

- (1) announces that a closed meeting will be held, and
- (2) identifies the section or sections of this chapter under which the closed meeting is held.³⁴⁸

Thus, a quorum of the governmental body must be assembled in the meeting room, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of the Act authorizing the closed session.³⁴⁹ There are several purposes for requiring the presiding officer to identify the section or sections that authorize the closed session: to cause the governmental body to assess the applicability of the exceptions before deciding to close the meeting; to fix the governmental body's legal position as relying upon the exceptions specified; and to inform those present of the exceptions, thereby giving them an opportunity to object intelligently.³⁵⁰ Judging the sufficiency of the presiding officer's announcement in light of whether it effectuated or hindered these purposes, the court of appeals in *Lone Star Greyhound Park, Inc. v. Texas Racing Commission* determined that the presiding officer's reference to the content of a section, rather than to the section number, sufficiently identified the exception.³⁵¹

³⁴⁷ TEX. GOV'T CODE §§ 551.071–.090; *see also Cox Enters., Inc. v. Bd. of Trs.*, 706 S.W.2d 956, 958 (Tex. 1986) (noting the narrowly drawn exceptions).

³⁴⁸ TEX. GOV'T CODE § 551.101.

³⁴⁹ *Martinez v. State*, 879 S.W.2d 54, 56 n.5 (Tex. Crim. App. 1994).

³⁵⁰ *Lone Star Greyhound Park, Inc. v. Tex. Racing Comm'n*, 863 S.W.2d 742, 747 (Tex. App.—Austin 1993, writ denied); *see also Standley v. Sansom*, 367 S.W.3d 343, 355 (Tex. App.—San Antonio 2012, pet. denied) (using the four purposes outlined in *Lone Star* to determine sufficiency of challenged notice for executive session).

³⁵¹ *Lone Star Greyhound Park, Inc.*, 863 S.W.2d at 748.

B. Provisions Authorizing Deliberations in Closed Meeting

1. Section 551.071. Consultations with Attorney

Section 551.071 authorizes a governmental body to consult with its attorney in an executive session to seek his or her advice on legal matters. It provides as follows:

A governmental body may not conduct a private consultation with its attorney except:

- (1) when the governmental body seeks the advice of its attorney about:
 - (A) pending or contemplated litigation; or
 - (B) a settlement offer; or
- (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.³⁵²

This provision implements the attorney-client privilege, an attorney's duty to preserve the confidences of a client.³⁵³ It allows a governmental body to meet in executive session with its attorney when it seeks the attorney's advice with respect to pending or contemplated litigation or settlement offers,³⁵⁴ including pending or contemplated administrative proceedings governed by the Administrative Procedure Act.

In addition, subsection 551.071(2) of the Government Code permits a governmental body to consult in an executive session with its attorney "on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts" with the Act.³⁵⁵ Thus, a governmental body may hold an executive session to seek or receive its attorney's advice on legal matters that are not related to litigation or the settlement of litigation.³⁵⁶ A governmental body may not invoke section 551.071 to convene a closed session and then discuss matters outside of that provision.³⁵⁷ "General discussion of policy, unrelated to legal matters is not permitted under the language of [this exception] merely

³⁵² TEX. GOV'T CODE § 551.071.

³⁵³ *Tex. State Bd. of Pub. Accountancy*, 366 S.W.3d at 759; *see* Tex. Att'y Gen. Op. Nos. JC-0506 (2002) at 4, JC-0233 (2000) at 3, H-816 (1976) at 4, M-1261 (1972) at 9–10.

³⁵⁴ TEX. GOV'T CODE § 551.071(1); *Lone Star Greyhound Park Inc.*, 863 S.W.2d at 748.

³⁵⁵ TEX. GOV'T CODE § 551.071(2).

³⁵⁶ *Cf. Weatherford v. City of San Marcos*, 157 S.W.3d 473, 486 (Tex. App.—Austin 2004, pet. denied) (concluding that city council did not violate Act when it went into executive session to seek attorney's advice about land use provision); Tex. Att'y Gen. Op. Nos. JC-0233 (2000) at 3, JM-100 (1983) at 2.

³⁵⁷ *Gardner v. Herring*, 21 S.W.3d 767, 776 (Tex. App.—Amarillo 2000, no pet.). *But see In re City of Galveston*, No. 14-14-01005-CV, 2015 WL 971314, *5–6 (Tex. App.—Houston [14th Dist.] March 3, 2015, orig. proceeding) (mem. op) (acknowledging that the Act does not mandate a "rigid stricture of direct legal question . . . followed by a direct legal answer" and that the "conveyance of factual information or the expression of opinion or intent by a member of the governmental body may be appropriate in a closed meeting . . . if the purpose of such statement is to facilitate the rendition of legal advice by the government's attorney").

because an attorney is present.”³⁵⁸ A governmental body may, for example, consult with its attorney in executive session about the legal issues raised in connection with awarding a contract, but it may not discuss the merits of a proposed contract, financial considerations, or other nonlegal matters in an executive session held under section 551.071 of the Government Code.³⁵⁹

The attorney-client privilege can be waived by communicating privileged matters in the presence of persons who are not within the privilege.³⁶⁰ Two governmental bodies waived this privilege by meeting together for discussions intended to avoid litigation between them, each party consulting with its attorney in the presence of the other, “the party from whom it would normally conceal its intentions and strategy.”³⁶¹ An executive session under section 551.071 is not allowed for such discussions. A governmental body may, however, admit to a session closed under this exception its agents or representatives, where those persons’ interest in litigation is aligned with that of the governmental body and their presence is necessary for full communication between the governmental body and its attorney.³⁶²

This exception is an affirmative defense on which the governmental body bears the burden of proof.³⁶³

2. Section 551.072. Deliberations about Real Property

Section 551.072 authorizes a governmental body to deliberate in executive session on certain matters concerning real property. It provides as follows:

A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.³⁶⁴

Section 551.072 permits an executive session only where public discussion of the subject would have a detrimental effect on the governmental body’s negotiating position with respect to a third party.³⁶⁵ Where a court found that open discussion would not be detrimental to a city’s negotiations, a closed session under this provision was not permitted.³⁶⁶ It does not allow a

³⁵⁸ Tex. Att’y Gen. Op. No. JM-100 (1983) at 2; *see Finlan v. City of Dallas*, 888 F. Supp. 779, 782 n.9 (N.D. Tex. 1995); Tex. Att’y Gen. Op. No. JC-0233 (2000) at 3.

³⁵⁹ *Olympic Waste Servs. v. City of Grand-Saline*, 204 S.W.3d 496, 503–04 (Tex. App.—Tyler 2006, no pet.) (citing Tex. Att’y Gen. Op. No. JC-0233 (2000) at 3).

³⁶⁰ *See* Tex. Att’y Gen. Op. Nos. JC-0506 (2002) at 6, JM-100 (1983) at 2.

³⁶¹ Tex. Att’y Gen. Op. No. MW-417 (1981) at 2–3; *see also* Tex. Att’y Gen. Op. No. JM-1004 (1989) at 4 (concluding that school board member who has sued other board members may be excluded from executive session held to discuss litigation).

³⁶² *See* Tex. Att’y Gen. Op. No. JC-0506 (2002) at 6; *see also* Tex. Att’y Gen. Op. No. JM-238 (1984) at 5.

³⁶³ *See Killam Ranch Props., Ltd. v. Webb Cty.*, 376 S.W.3d 146, 157 (Tex. App.—San Antonio 2012, pet. denied); *City of Farmers Branch v. Ramos*, 235 S.W.3d 462, 466 (Tex. App.—Dallas 2007, no pet.); *Olympic Waste Servs.*, 204 S.W.3d at 504.

³⁶⁴ TEX. GOV’T CODE § 551.072.

³⁶⁵ Tex. Att’y Gen. Op. No. MW-417 (1981) at 2 (construing statutory predecessor to Government Code section 551.072).

³⁶⁶ *See City of Laredo v. Escamilla*, 219 S.W.3d 14, 21 (Tex. App.—San Antonio 2006, pet. denied).

governmental body to “cut a deal in private, devoid of public input or debate.”³⁶⁷ A governmental body’s discussion of nonmonetary attributes of property to be purchased that relate to the property’s value may fall within this exception if deliberating in open session would detrimentally affect subsequent negotiations.³⁶⁸

3. Section 551.0725. Deliberations by Certain Commissioners Courts about Contract Being Negotiated

Section 551.0725 provides as follows:

- (a) The commissioners court of a county may conduct a closed meeting to deliberate business and financial issues relating to a contract being negotiated if, before conducting the closed meeting:
 - (1) the commissioners court votes unanimously that deliberation in an open meeting would have a detrimental effect on the position of the commissioners court in negotiations with a third person; and
 - (2) the attorney advising the commissioners court issues a written determination that deliberation in an open meeting would have a detrimental effect on the position of the commissioners court in negotiations with a third person.
- (b) Notwithstanding Section 551.103(a), Government Code, the commissioners court must make a recording of the proceedings of a closed meeting to deliberate the information.

Section 551.103(a) provides that a governmental body shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for a private consultation with its attorney permitted by section 551.071.

4. Section 551.0726. Texas Facilities Commission: Deliberation Regarding Contract Being Negotiated

This section, which provides as follows, is very similar to section 551.0725:

- (a) The Texas Facilities Commission may conduct a closed meeting to deliberate business and financial issues relating to a contract being negotiated if, before conducting the closed meeting:
 - (1) the commission votes unanimously that deliberation in an open meeting would have a detrimental effect on the position of the state in negotiations with a third person; and

³⁶⁷ *Finlan*, 888 F. Supp. at 787.

³⁶⁸ *Save Our Springs All., Inc. v. Austin Indep. Sch. Dist.*, 973 S.W.2d 378, 382 (Tex. App.—Austin 1998, no pet.).

- (2) the attorney advising the commission issues a written determination finding that deliberation in an open meeting would have a detrimental effect on the position of the state in negotiations with a third person and setting forth that finding therein.
- (b) Notwithstanding Section 551.103(a), the commission must make a recording of the proceedings of a closed meeting held under this section..³⁶⁹

5. Section 551.073. Deliberation Regarding Prospective Gifts

Section 551.073 provides as follows:

A governmental body may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the state or the governmental body if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person..³⁷⁰

Before the Act was codified as Government Code chapter 551 in 1993, a single provision encompassed the present sections 551.073 and 551.072..³⁷¹ The authorities construing the statutory predecessor to section 551.072 may be relevant to section 551.073..³⁷²

6. Section 551.074. Personnel Matters

Section 551.074 authorizes certain deliberations about officers and employees of the governmental body to be held in executive session:

- (a) This chapter does not require a governmental body to conduct an open meeting:
 - (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or
 - (2) to hear a complaint or a charge against an officer or employee.
- (b) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing..³⁷³

This section permits executive session deliberations concerning an individual officer or employee..³⁷⁴ Deliberations about a *class* of employees, however, must be held in an open

³⁶⁹ TEX. GOV'T CODE § 551.0726.

³⁷⁰ *Id.* § 551.073.

³⁷¹ See Act of Mar. 28, 1973, 63d Leg., R.S., ch. 31, § 2, 1973 Tex. Gen. Laws 45, 46 (former article 6252-17, § 2(f), Revised Civil Statutes).

³⁷² See, e.g., *Dallas Cty. Flood Control Dist. No. 1 v. Cross*, 815 S.W.2d 271, 282–83 (Tex. App.—Dallas 1991, writ denied).

³⁷³ TEX. GOV'T CODE § 551.074.

³⁷⁴ A federal court has said that this provision is not restricted “only to actions affecting a current employee.” *Hispanic Educ. Comm. v. Houston Indep. Sch. Dist.*, 886 F. Supp. 606, 611 (S.D. Tex. 1994), *aff'd*, 68 F.3d 467

session.³⁷⁵ For example, when a governmental body discusses salary scales without referring to a specific employee, it must meet in open session.³⁷⁶ The closed meetings authorized by section 551.074 may deal only with officers and employees of a governmental body; closed deliberations about the selection of an independent contractor are not authorized.³⁷⁷

Section 551.074 authorizes the public officer or employee under consideration to request a public hearing.³⁷⁸ In *Bowen v. Calallen Independent School District*,³⁷⁹ a teacher requested a public hearing concerning nonrenewal of his contract, but did not object when the school board moved to go into executive session. The court concluded that the school board did not violate the Act.³⁸⁰ Similarly, in *James v. Hitchcock Independent School District*,³⁸¹ a school librarian requested an open meeting on the school district's unilateral modification of her contract. The court stated that refusal of the request for a hearing before the school board "is permissible only where the teacher does not object to its denial."³⁸² However, silence may not be deemed a waiver if the employee has no opportunity to object.³⁸³ When a board heard the employee's complaint, moved onto other topics, and then convened an executive session to discuss the employee after he left, the court found that the employee had not had an opportunity to object.³⁸⁴

7. Section 551.0745. Deliberations by Commissioners Court about County Advisory Body

Attorney General Opinion DM-149 (1992) concluded that members of an advisory committee are not public officers or employees within section 551.074 of the Government Code, authorizing executive session deliberations about certain personnel matters. Section 551.0745 now provides that a commissioners court of a county is not required to deliberate in an open meeting about the "appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a member of an advisory body; or . . . to hear a complaint or charge against a member of an advisory body."³⁸⁵ However, this provision does not apply if the person who is the subject of the deliberation requests a public hearing.³⁸⁶

(5th Cir. 1995); *but see* Tex. Att'y Gen. LO-88-52 (1988) at 3 (stating that the exception "applies only to public employees and officers, not to applicants for public employment or office").

³⁷⁵ *Gardner*, 21 S.W.3d at 777; Tex. Att'y Gen. Op. No. H-496 (1975) (construing predecessor to Government Code section 551.074).

³⁷⁶ *See* Tex. Att'y Gen. Op. No. H-496 (1975).

³⁷⁷ *Swate v. Medina Cmty. Hosp.*, 966 S.W.2d 693, 699 (Tex. App.—San Antonio 1998, pet. denied); *Bd. of Trs. v. Cox Enters., Inc.*, 679 S.W.2d 86, 90 (Tex. App.—Texarkana 1984), *aff'd in part, rev'd in part on other grounds*, 706 S.W.2d 956 (Tex. 1986); Tex. Att'y Gen. Op. No. MW-129 (1980) at 1–2.

³⁷⁸ TEX. GOV'T CODE § 551.074(b); *see City of Dallas*, 737 S.W.2d at 848; *Corpus Christi Classroom Teachers Ass'n v. Corpus Christi Indep. Sch. Dist.*, 535 S.W.2d 429, 430 (Tex. App.—Corpus Christi 1976, no writ).

³⁷⁹ *Bowen v. Calallen Indep. Sch. Dist.*, 603 S.W.2d 229 (Tex. App.—Corpus Christi 1980, writ ref'd n.r.e.).

³⁸⁰ *Id.* at 236; *accord Thompson v. City of Austin*, 979 S.W.2d 676, 685 (Tex. App.—Austin 1998, no pet.).

³⁸¹ *James v. Hitchcock Indep. Sch. Dist.*, 742 S.W.2d 701 (Tex. App.—Houston [1st Dist.] 1987, writ denied).

³⁸² *Id.* at 707 (citing *Bowen*, 603 S.W.2d at 236).

³⁸³ *Gardner*, 21 S.W.3d at 775.

³⁸⁴ *Id.*

³⁸⁵ TEX. GOV'T CODE § 551.0745.

³⁸⁶ *See id.*

8. Section 551.075. Conference Relating to Investments and Potential Investments Attended by Board of Trustees Growth Fund

Section 551.075 authorizes a closed meeting between the board of trustees of the Texas Growth Fund and an employee of the Fund or a third party in certain circumstances..³⁸⁷

9. Section 551.076. Deliberations Regarding Security Devices or Security Audits

Section 551.076 provides as follows:

This chapter does not require a governmental body to conduct an open meeting to deliberate:

- (1) the deployment, or specific occasions for implementation, of security personnel or devices; or
- (2) a security audit..³⁸⁸

10. Section 551.077. Agency Financed by Federal Government

Section 551.077 provides that chapter 551 does not require an agency financed entirely by federal money to conduct an open meeting..³⁸⁹

11. Section 551.078, .0785. Deliberations Involving Individuals' Medical or Psychiatric Records

These two provisions permit specified governmental bodies to discuss an individual's medical or psychiatric records in closed session. Section 551.078 is the narrower provision, applying to a medical board or medical committee when discussing the records of an applicant for a disability benefit from a public retirement system..³⁹⁰ Section 551.0785 is much broader, allowing a governmental body that administers a public insurance, health or retirement plan to hold a closed session when discussing the records or information from the records of an individual applicant for a benefit from the plan. The benefits appeals committee for a public self-funded health plan may also meet in executive session for this purpose..³⁹¹

³⁸⁷ *Id.* § 551.075.

³⁸⁸ *Id.* § 551.076; *see* Tex. Att'y Gen. LO-93-105, at 3 (indicating a belief that "the applicability of 551.076 rests upon the definition of 'security personnel'").

³⁸⁹ TEX. GOV'T CODE § 551.077.

³⁹⁰ *Id.* § 551.078; *see also* Tex. Att'y Gen. Op. No. DM-340 (1995) at 2 (concluding that section 551.078 authorizes board of trustees of a public retirement system to consider medical and psychiatric records in closed session).

³⁹¹ TEX. GOV'T CODE § 551.0785.

12. Sections 551.079–.0811. Exceptions Applicable to Specific Entities

Sections 551.079 through 551.0811 are set out below. The judicial decisions and attorney general opinions construing the Act have had little to say about these provisions.

§ 551.079. Texas Department of Insurance

- (a) The requirements of this chapter do not apply to a meeting of the commissioner of insurance or the commissioner's designee with the board of directors of a guaranty association established under Chapter 2602, Insurance Code, or Article 21.28–C or 21.28–D, Insurance Code, in the discharge of the commissioner's duties and responsibilities to regulate and maintain the solvency of a person regulated by the Texas Department of Insurance.
- (b) The commissioner of insurance may deliberate and determine the appropriate action to be taken concerning the solvency of a person regulated by the Texas Department of Insurance in a closed meeting with persons in one or more of the following categories:
 - (1) staff of the Texas Department of Insurance;
 - (2) a regulated person;
 - (3) representatives of a regulated person; or
 - (4) members of the board of directors of a guaranty association established under Chapter 2602, Insurance Code, or Article 21.28–C or 21.28–D, Insurance Code.

§ 551.080. Board of Pardons and Paroles

This chapter does not require the Board of Pardons and Paroles to conduct an open meeting to interview or counsel an inmate of the Texas Department of Criminal Justice.

§ 551.081. Credit Union Commission

This chapter does not require the Credit Union Commission to conduct an open meeting to deliberate a matter made confidential by law.

§ 551.0811. The Finance Commission of Texas

This chapter does not require The Finance Commission of Texas to conduct an open meeting to deliberate a matter made confidential by law.

13. Sections 551.082, .0821, .083. Certain School Board Deliberations

Section 551.082 provides as follows:

- (a) This chapter does not require a school board to conduct an open meeting to deliberate in a case:
 - (1) involving discipline of a public school child; or
 - (2) in which a complaint or charge is brought against an employee of the school district by another employee and the complaint or charge directly results in a need for a hearing.
- (b) Subsection (a) does not apply if an open hearing is requested in writing by a parent or guardian of the child or by the employee against whom the complaint or charge is brought.³⁹²

A student who makes a written request for an open hearing on a disciplinary matter, but does not object to an executive session when announced, waives his or her right to an open hearing.³⁹³

Section 551.0821 provides as follows:

- (a) This chapter does not require a school board to conduct an open meeting to deliberate a matter regarding a public school student if personally identifiable information about the student will necessarily be revealed by the deliberation.
- (b) Directory information about a public school student is considered to be personally identifiable information about the student for purposes of Subsection (a) only if a parent or guardian of the student, or the student if the student has attained 18 years of age, has informed the school board, the school district, or a school in the school district that the directory information should not be released without prior consent. In this subsection, “directory information” has the meaning assigned by the federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g), as amended.
- (c) Subsection (a) does not apply if an open meeting about the matter is requested in writing by a parent or guardian of the student or by the student if the student has attained 18 years of age.

The Federal Family Educational Rights and Privacy Act provides for withholding federal funds from an educational agency or institution with a policy or practice of releasing education records

³⁹² *Id.* § 551.082.

³⁹³ *United Indep. Sch. Dist. v. Gonzalez*, 911 S.W.2d 118, 127 (Tex. App.—San Antonio 1995, writ denied).

or personally identifiable information.³⁹⁴ Section 551.0821 enables school boards to deliberate in closed session to avoid revealing personally identifiable information about a student.

Section 551.083 provides as follows:

This chapter does not require a school board operating under a consultation agreement authorized by Section 13.901, Education Code [repealed in 1993], to conduct an open meeting to deliberate the standards, guidelines, terms, or conditions the board will follow, or instruct its representatives to follow, in a consultation with a representative of an employee group.³⁹⁵

14. Section 551.085. Deliberation by Governing Board of Certain Providers of Health Care Services

Section 551.085 provides as follows:

- (a) This chapter does not require the governing board of a municipal hospital, municipal hospital authority, county hospital, county hospital authority, hospital district created under general or special law, or nonprofit health maintenance organization created under Section 534.101, Health and Safety Code,³⁹⁶ to conduct an open meeting to deliberate:
 - (1) pricing or financial planning information relating to a bid or negotiation for the arrangement or provision of services or product lines to another person if disclosure of the information would give advantage to competitors of the hospital, hospital district, or nonprofit health maintenance organization; or
 - (2) information relating to a proposed new service or product line of the hospital, hospital district, or nonprofit health maintenance organization before publicly announcing the service or product line.
- (b) The governing board of a health maintenance organization created under Section 281.0515, Health and Safety Code,³⁹⁷ that is subject to this chapter is not required to conduct an open meeting to deliberate information described by Subsection (a).³⁹⁸

³⁹⁴ 20 U.S.C.A. § 1232g; *see also Axtell v. Univ. of Tex.*, 69 S.W.3d 261, 267 (Tex. App.—Austin 2002, no pet.) (holding that student did not have cause of action under Tort Claims Act for release of his grades to radio station).

³⁹⁵ *See* Act of May 28, 1993, 73d Leg., R.S., ch. 347, § 8.33, 1993 Tex. Gen. Laws 1479, 1556. *See* Tex. Att’y Gen. Op. No. H-651 (1975) at 3 (construing predecessor of Government Code section 551.083).

³⁹⁶ Section 534.101 of the Health and Safety Code authorizes community mental health and mental retardation centers to create a limited purpose health maintenance organization. TEX. HEALTH & SAFETY CODE § 534.101–.124.

³⁹⁷ This provision authorizes certain hospital districts to establish HMOs.

³⁹⁸ TEX. GOV’T CODE § 551.085.

15. Section 551.086. Certain Public Power Utilities: Competitive Matters

This section was adopted as part of an act relating to electric utility restructuring and is only briefly summarized here.³⁹⁹ Anyone wishing to know when and how it applies should read it in its entirety.⁴⁰⁰ It provides that certain public power utilities are not required to conduct an open meeting to deliberate, vote or take final action on any competitive matter as defined by section 552.133 of the Government Code.⁴⁰¹ Section 552.133 defines “competitive matter” as “a utility-related matter that is related to the public power utility’s competitive activity, including commercial information and would, if disclosed, give advantage to competitors or prospective competitors.”⁴⁰² The definition of “competitive matter” further provides that the term is reasonably related to several categories of information specifically defined⁴⁰³ and does not include other specified categories of information.⁴⁰⁴ “Public power utility” is defined as “an entity providing electric or gas utility services” that is subject to the provisions of the Act.⁴⁰⁵ Finally, this executive session provision includes the following provision on notice:

For purposes of Section 551.041, the notice of the subject matter of an item that may be considered as a competitive matter under this section is required to contain no more than a general representation of the subject matter to be considered, such that the competitive activity of the public power utility with respect to the issue in question is not compromised or disclosed.⁴⁰⁶

16. Section 551.087. Deliberation Regarding Economic Development Negotiations

The provision reads as follows:

This chapter does not require a governmental body to conduct an open meeting:

- (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or
- (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).⁴⁰⁷

³⁹⁹ See Act of May 27, 1999, 76th Leg., R.S., ch. 405, 1999 Tex. Gen. Laws 2543, 2543–2625.

⁴⁰⁰ TEX. GOV’T CODE § 551.086.

⁴⁰¹ *Id.* § 551.086(c).

⁴⁰² *Id.* § 552.133(a-1).

⁴⁰³ *Id.* § 552.133(a-1)(1)(A)–(F).

⁴⁰⁴ *Id.* § 552.133(a-1)(2)(A)–(O).

⁴⁰⁵ *Id.* § 551.086(b)(1).

⁴⁰⁶ *Id.* § 551.086(d).

⁴⁰⁷ *Id.* § 551.087.

17. Section 551.088. Deliberation Regarding Test Item

This provision states as follows:

This chapter does not require a governmental body to conduct an open meeting to deliberate a test item or information related to a test item if the governmental body believes that the test item may be included in a test the governmental body administers to individuals who seek to obtain or renew a license or certificate that is necessary to engage in an activity.⁴⁰⁸

An executive session may be held only when expressly authorized by law. Thus, before section 551.088 was adopted, the Act did not permit a governmental body to meet in executive session to discuss the contents of a licensing examination.⁴⁰⁹

18. Section 551.089. Deliberation Regarding Security Devices or Security Audits; Closed Meeting

Section 551.089 provides as follows:

This chapter does not require a governmental body to conduct an open meeting to deliberate:

- (1) security assessments or deployments relating to information resources technology;
- (2) network security information as described by Section 2059.055(b); or
- (3) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.⁴¹⁰

19. Section 551.090. Enforcement Committee Appointed by Texas State Board of Public Accountancy

Section 551.090 provides that an enforcement committee appointed by the State Board of Public Accountancy is not required to conduct an open meeting to investigate and deliberate a disciplinary action under Subchapter K, Chapter 901, Occupations Code, relating to the enforcement of Chapter 901 or the rules of the Texas State Board of Public Accountancy.⁴¹¹

⁴⁰⁸ *Id.* § 551.088.

⁴⁰⁹ *See* Tex. Att’y Gen. LO-96-058, at 2.

⁴¹⁰ TEX. GOV’T CODE § 551.089. Chapter 2059 of the Government Code relates to the “Texas Computer Network Security System.” *Id.* §§ 2059.001–.153.

⁴¹¹ *Id.* § 551.090; *see also* TEX. OCC. CODE §§ 901.501–.511 (subchapter K entitled “Prohibited Practices and Disciplinary Procedures”).

C. Closed Meetings Authorized by Other Statutes

Some state agencies are authorized by their governing law to hold closed meetings in addition to those authorized by the Act.⁴¹² Chapter 418 of the Government Code, the Texas Disaster Act, which relates to managing emergencies and disasters, including those caused by terroristic acts, provides in section 418.183(f):

A governmental body subject to Chapter 551 is not required to conduct an open meeting to deliberate information to which this section applies. Notwithstanding Section 551.103(a), the governmental body must make a tape recording of the proceedings of a closed meeting to deliberate the information.⁴¹³

Section 418.183 states that “[t]his section applies only to information that is confidential under” specific sections of chapter 418.⁴¹⁴

Similarly, the Texas Oyster Council is subject to the Act but is “not required to conduct an open meeting to deliberate confidential communications and records . . . relating to the investigation of a food-borne illness that is suspected of being related to molluscan shellfish.”⁴¹⁵ And though an appraisal review board is generally required to conduct protest hearings in the open, it is authorized to conduct a closed hearing if the hearing involves disclosure or proprietary or confidential information.⁴¹⁶

D. No Implied Authority for Closed Meetings

Older attorney general opinions have stated that a governmental body could deliberate in a closed session about confidential information, even though no provision of the Act authorizing a closed session applied to the deliberations.⁴¹⁷ These opinions reasoned that information made confidential by statute was not within the Act’s prohibition against privately discussing “public business or public policy,” or that the board members could deliberate on information in a closed session if an open meeting would result in violation of a confidentiality provision.⁴¹⁸

However, Attorney General Opinion MW-578 (1982) held that the Texas Employment Commission had no authority to review unemployment benefit cases in closed session, even

⁴¹² See, e.g., TEX. FAM. CODE § 264.005(g) (County Child Welfare Boards); TEX. LAB. CODE § 401.021(3) (certain proceedings of Workers’ Compensation Commission); TEX. OCC. CODE § 152.009(c) (Board of Medical Examiners; deliberation about license applications and disciplinary actions).

⁴¹³ TEX. GOV’T CODE § 418.183(f).

⁴¹⁴ *Id.* § 418.183(a).

⁴¹⁵ TEX. HEALTH & SAFETY CODE § 436.108(f); see also TEX. LOC. GOV’T CODE § 161.172(b) (excluding county ethics commissions in certain counties from operation of parts of chapter 551).

⁴¹⁶ TEX. TAX CODE § 41.66(d-1).

⁴¹⁷ Tex. Att’y Gen. Op. Nos. H-1154 (1978) at 3 (concluding that county child welfare board may meet in executive session to discuss case files made confidential by statute), H-780 (1976) at 3 (concluding that Medical Advisory Board must meet in closed session to consider confidential reports about medical condition of applicants for a driver’s license), H-484 (1974) at 3 (concluding that licensing board may discuss confidential information from applicant’s file and may prepare examination questions in closed session), H-223 (1974) at 5 (concluding that administrative hearings in comptroller’s office concerning confidential tax information may be closed).

⁴¹⁸ Tex. Att’y Gen. Op. No. H-484 (1974) at 2.

though in some of the cases very personal information was disclosed about claimants and employers. Reasoning that the Act states that closed meetings may be held only where specifically authorized, the opinion concluded that there was no basis to read into it implied authority for closed meetings.⁴¹⁹ It disapproved the language in earlier opinions that suggests otherwise, but stated that the commission could protect privacy rights by avoiding discussion of private information.⁴²⁰ Thus, the disapproved opinions should no longer be relied on as a source of authority for a closed session.

E. Who May Attend a Closed Meeting

Only the members of a governmental body have a right to attend an executive session,⁴²¹ except that the governmental body's attorney must be present when it meets under section 551.071. A governmental body has discretion to include in an executive session any of its officers and employees whose participation is necessary to the matter under consideration.⁴²² Thus, a school board could require its superintendent of schools to attend all executive sessions of the board without violating the Act.⁴²³ Given the board's responsibility to oversee the district's management and the superintendent's administrative responsibility and leadership of the district, the board could reasonably conclude that the superintendent's presence was necessary at executive sessions.⁴²⁴

A commissioners court may include the county auditor in a meeting closed under section 551.071 to consult with its attorney if the court determines that (1) the auditor's interests are not adverse to the county's; (2) the auditor's presence is necessary for the court to communicate with its attorney; and (3) the county auditor's presence will not waive the attorney-client privilege.⁴²⁵ If the meeting is closed under an executive session provision other than section 551.071, the commissioners court may include the county auditor if the auditor's interests are not adverse to the county and his or her participation is necessary to the discussion.⁴²⁶

A governmental body must not admit to an executive session a person whose presence is contrary to the governmental interest protected by the provision authorizing the session. A person who wishes to sell real estate to a city may not attend an executive session under section 551.072, a provision designed to protect the city's bargaining position in negotiations with a third party.⁴²⁷

⁴¹⁹ See Tex. Att'y Gen. Op. No. MW-578 (1982) at 4.

⁴²⁰ *Id.*

⁴²¹ See Tex. Att'y Gen. Op. Nos. JM-6 (1983) at 1–2 (stating that only members of the governmental body have the right to convene in executive session), KP-0006 (2015) at 2.

⁴²² Tex. Att'y Gen. Op. No. JC-0375 (2001) at 2; *see also* Tex. Att'y Gen. Op. No. GA-0277 (2004) at 3 (concluding that commissioners court may allow the county clerk to attend its executive sessions), KP-0006 (2015) at 2 (concluding that a representative of a municipality may attend an executive session of a housing authority if the governing body of the housing authority determines the municipal representative's participation is necessary to the matter to be discussed).

⁴²³ Tex. Att'y Gen. Op. No. JC-0375 (2001) at 2.

⁴²⁴ *Id.*

⁴²⁵ Tex. Att'y Gen. Op. No. JC-0506 (2002) at 6; *see* Tex. Att'y Gen. Op. No. JM-238 (1984) at 5 (concluding that county officers and employees may attend closed session of county commissioners court to discuss litigation against sheriff and commissioners court about county jail conditions).

⁴²⁶ See Tex. Att'y Gen. Op. No. JC-0506 (2002) at 6.

⁴²⁷ *Finlan v. City of Dallas*, 888 F. Supp. 779, 787 (N.D. Tex. 1995).

Closed Meetings

Nor may a governmental body admit the opposing party in litigation to an executive session under section 551.071.⁴²⁸ A governmental body has no authority to admit members of the public to a meeting closed under section 551.074 to give input about the public officer or employee being considered at the meeting.⁴²⁹

⁴²⁸ See Tex. Att’y Gen. Op. Nos. JM-1004 (1989) at 4 (concluding that school board member who has sued other board members may be excluded from executive session held to discuss litigation), MW-417 (1981) at 2–3 (concluding that provision authorizing governmental body to consult with attorney in executive session about contemplated litigation does not apply to joint meeting between the governmental bodies to avoid lawsuit between them).

⁴²⁹ See Tex. Att’y Gen. Op. No. GA-0511 (2007) at 6.

X. Records of Meetings

A. Minutes or Recordings of Open Meeting

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a recording of each open meeting of the body.
- (b) The minutes must:
 - (1) state the subject of each deliberation; and
 - (2) indicate each vote, order, decision, or other action taken.⁴³⁰

Section 551.022 of the Government Code provides:

The minutes and recordings of an open meeting are public records and shall be available for public inspection and copying on request to the governmental body's chief administrative officer or the officer's designee.⁴³¹

If minutes are kept instead of a recording, the minutes should record every action taken by the governmental body.⁴³² If open sessions of a commissioners court meeting are recorded, the recordings are available to the public under the Public Information Act.⁴³³ (For a discussion of record retention laws, refer to Part XII.F of this *Handbook*).

In 2019, the 86th Legislature added a special posting provision applicable to special purpose districts subject to chapters 51, 53, 54, or 55 of the Water Code with populations of 500 or more.⁴³⁴

⁴³⁰ TEX. GOV'T CODE § 551.021; *see also* Tex. Att'y Gen. Op. No. GA-0727 (2009) at 2 (opining that Texas State Library and Archives Commission rule requiring written minutes of every open meeting of a state agency is likely invalid as inconsistent with section 551.021(a), which authorizes a governmental body to make a recording of an open meeting).

⁴³¹ TEX. GOV'T CODE § 551.022; *see York v. Tex. Guaranteed Student Loan Corp.*, 408 S.W.3d 677, 688 (Tex. App.—Austin 2013, no pet.) (concluding that exceptions in the Public Information Act do not operate to prevent public disclosure of minutes requested under section 551.022).

⁴³² *See York*, 408 S.W.3d at 687 (defining “minutes” to refer “to the record or notes of a meeting or proceeding, whatever they may contain”).

⁴³³ Tex. Att'y Gen. Op. No. JM-1143 (1990) at 2–3 (concluding that tape recording of open session of commissioners court meeting is subject to Open Records Act); *see* Tex. Att'y Gen. ORD-225 (1979) at 3 (concluding that handwritten notes of open meetings made by secretary of governmental body are subject to disclosure under Open Records Act); ORD-32 (1974) at 2 (concluding that audio tape recording of open meeting of state licensing agency used as aid in preparation of accurate minutes is subject to disclosure under Open Records Act).

⁴³⁴ *See* Act of May 10, 2019, 86th Leg., R.S., ch. 105, § 2, 2019 Tex. Sess. Law Serv. 176, 177 (to be codified at TEX. GOV'T CODE § 551.1283).

Such a district is to post the minutes of a meeting held to consider the adoption of an ad valorem tax rate on the district's Internet website if it has one.⁴³⁵

B. Certified Agenda or Recording of Closed Meeting

A governmental body must make and keep either a certified agenda or a recording of each executive session, except for an executive session held by the governmental body to consult with its attorney in accordance with section 551.071 of the Government Code.⁴³⁶ If a certified agenda is kept, the presiding officer must certify that the agenda is a true and correct record of the executive session.⁴³⁷ The certified agenda must include “(1) a statement of the subject matter of each deliberation, (2) a record of any further action taken, and (3) an announcement by the presiding officer at the beginning and the end of the closed meeting indicating the date and time.”⁴³⁸ While the agenda does not have to be a verbatim transcript of the meeting, it must at least provide a brief summary of each deliberation.⁴³⁹ Whether a particular agenda satisfies the Act is a question of fact that must be addressed by the courts. Attorney General Opinion JM-840 (1988) cautioned governmental bodies to consider providing greater detail in the agenda with regard to topics not authorized for consideration in executive session or to avoid the uncertainty concerning the requisite detail required in an agenda by recording executive sessions.⁴⁴⁰ Any member of a governmental body participating in a closed session knowing that an agenda or recording is not being made commits a Class C misdemeanor.⁴⁴¹

The certified agenda or recording of an executive session must be kept a minimum of two years after the date of the session.⁴⁴² If during that time a lawsuit that concerns the meeting is brought, the agenda or recording of that meeting must be kept pending resolution of the lawsuit.⁴⁴³ The commissioners court, not the county clerk, is the proper custodian for the certified agenda or recording of a closed meeting, but it may delegate that duty to the county clerk.⁴⁴⁴

A certified agenda or recording of an executive session is confidential. A person who knowingly and without lawful authority makes these records public commits a Class B misdemeanor and may be held liable for actual damages, court costs, reasonable attorney fees and exemplary or punitive

⁴³⁵ *See id.*

⁴³⁶ TEX. GOV'T CODE § 551.103(a); *see* Tex. Att'y Gen. Op. No. JM-840 (1988) at 3 (discussing meaning of “certified agenda”). *But see* TEX. GOV'T CODE §§ 551.0725(b) (providing that notwithstanding section 551.103(a), the commissioners court must make a recording of the proceedings of a closed meeting under this section), 551.0726(b) (“[N]otwithstanding Section 551.103(a), the [Texas Facilities] Commission must make a recording of the proceedings of a closed meeting held under this section.”).

⁴³⁷ TEX. GOV'T CODE § 551.103(b).

⁴³⁸ *Id.* § 551.103(c).

⁴³⁹ Tex. Att'y Gen. Op. No. JM-840 (1988) at 4–7.

⁴⁴⁰ *Id.* at 5–6 (referring to legislative history of section indicating that its primary purpose is to document fact that governmental body did not discuss unauthorized topics in closed session).

⁴⁴¹ TEX. GOV'T CODE § 551.145.

⁴⁴² *Id.* § 551.104(a).

⁴⁴³ *Id.*

⁴⁴⁴ Tex. Att'y Gen. Op. No. GA-0277 (2004) at 3–4.

damages.⁴⁴⁵ Section 551.104 provides for court-ordered access to the certified agenda or recording under specific circumstances:

- (b) In litigation in a district court involving an alleged violation of this chapter, the court:
 - (1) is entitled to make an in camera inspection of the certified agenda or recording;
 - (2) may admit all or part of the certified agenda or recording as evidence, on entry of a final judgment; and
 - (3) may grant legal or equitable relief it considers appropriate, including an order that the governmental body make available to the public the certified agenda or recording of any part of a meeting that was required to be open under this chapter.
- (c) the certified agenda or recording of a closed meeting is available for public inspection and copying only under a court order issued under Subsection (b)(3).⁴⁴⁶

Section 551.104 authorizes a district court to admit all or part of the certified agenda or recording of a closed session as evidence in an action alleging a violation of the Act, thus providing the only means under state law whereby a certified agenda or recording of a closed session may be released to the public.⁴⁴⁷ The Office of the Attorney General has recognized that it lacks authority under the Public Information Act⁴⁴⁸ to review certified agendas or recordings of closed sessions for compliance with the Open Meetings Act.⁴⁴⁹ However, the confidentiality provision may be preempted by federal law.⁴⁵⁰ When the Equal Employment Opportunity Commission served a Texas city with an administrative subpoena for tapes of closed city council meetings, the Open Meetings Act did not excuse compliance.⁴⁵¹

A member of the governmental body has a right to inspect the certified agenda or recording of a closed meeting, even if he or she did not participate in the meeting.⁴⁵² This is not a release to the public in violation of the confidentiality provisions of the Act, because a board member is not a member of the public within that prohibition. The governmental body may adopt a procedure permitting review of the certified agenda or recording, but may not entirely prohibit a board

⁴⁴⁵ TEX. GOV'T CODE § 551.146.

⁴⁴⁶ *Id.* § 551.104.

⁴⁴⁷ Tex. Att'y Gen. Op. No. JM-995 (1988) at 5; *In re Smith Cty.*, 521 S.W.3d 447, 454 (Tex. App.—Tyler 2017, no pet.) (stating that “it is clear that [section 551.104] applies to litigation before the recording of a closed meeting is made available to the public[;] . . . once the recordings of the closed meetings become readily available to the public, section 551.104 no longer applies”).

⁴⁴⁸ TEX. GOV'T CODE ch. 552.

⁴⁴⁹ See Tex. Att'y Gen. ORD-495 (1988) at 2, 4.

⁴⁵⁰ *Equal Emp't Opportunity Comm'n v. City of Orange, Tex.*, 905 F. Supp. 381, 382 (E.D. Tex. 1995).

⁴⁵¹ *Id.*

⁴⁵² Tex. Att'y Gen. Op. No. JC-0120 (1999) at 4, 5, 7 (overruling Tex. Att'y Gen. Op. No. DM-227 (1993), in part).

member from reviewing the record. The board member may not copy the recording or certified agenda of a closed meeting, nor may a former member of a governmental body inspect these records once he or she leaves office.⁴⁵³

C. Additional Recording Requirements for Certain Districts

Section 551.1283 requires a special purpose district subject to chapter 51, 53, 54, or 55 of the Water Code with a population of 500 or more to “make an audio recording of reasonable quality” of a “public hearing to consider the adoption of an ad valorem tax rate” upon timely request of a resident of the district.⁴⁵⁴ The district must make the recording available to the resident not later than the fifth business day after the date of the hearing and also maintain a copy of the recording for at least one year.⁴⁵⁵

⁴⁵³ Tex. Att’y Gen. LO-98-033, at 2–3.

⁴⁵⁴ See Act of May 10, 2019, 86th Leg., R.S., ch. 105, § 2, 2019 Tex. Sess. Law Serv. 176, 177 (to be codified at TEX. GOV’T CODE § 551.1283).

⁴⁵⁵ See *id.*

XI. Penalties and Remedies

A. Introduction

The Act provides civil remedies and criminal penalties for violations of its provisions. District courts have original jurisdiction over criminal violations of the Act as misdemeanors involving official misconduct.⁴⁵⁶ The Act does not authorize the attorney general to enforce its provisions. However, a district attorney, criminal district attorney or county attorney may request the attorney general's assistance in prosecuting a criminal case, including one under the Act.⁴⁵⁷

B. Mandamus, Injunction, or Declaratory Judgment

Section 551.142 of the Act provides as follows:

- (a) An interested person, including a member of the news media, may bring an action by mandamus or injunction to stop, prevent, or reverse a violation or threatened violation of this chapter by members of a governmental body.
- (b) The court may assess costs of litigation and reasonable attorney fees incurred by a plaintiff or defendant who substantially prevails in an action under Subsection (a). In exercising its discretion, the court shall consider whether the action was brought in good faith and whether the conduct of the governmental body had a reasonable basis in law.⁴⁵⁸

Texas courts examining this provision have said that “[t]he Open Meetings Act expressly waives sovereign immunity for violations of the [A]ct.”⁴⁵⁹ The four-year limitations period in section 16.051 of the Civil Practices and Remedies Code applies to an action under this provision.⁴⁶⁰

Generally, a writ of mandamus would be issued by a court to require a public official or other person to perform duties imposed on him or her by law. A mandamus ordinarily commands a person or entity to act, while an injunction restrains action.⁴⁶¹ The Act does not automatically confer jurisdiction on the county court, but where the plaintiff's money demand brings the amount in controversy within the court's monetary limits, the county court has authority to issue injunctive and mandamus relief.⁴⁶² Absent such a pleading, jurisdiction in original mandamus and original injunction proceedings lies in the district court.⁴⁶³

⁴⁵⁶ See *State v. Williams*, 780 S.W.2d 891, 892–93 (Tex. App.—San Antonio 1989, no writ).

⁴⁵⁷ See TEX. GOV'T CODE § 402.028(a).

⁴⁵⁸ *Id.* § 551.142.

⁴⁵⁹ *Hays Cty. v. Hays Cty. Water Planning P'ship*, 69 S.W.3d 253, 257 (Tex. App.—Austin 2002, no pet.); see *Riley v. Comm'rs Court*, 413 S.W.3d 774, 776–77 (Tex. App.—Austin 2013, pet. denied).

⁴⁶⁰ *Rivera v. City of Laredo*, 948 S.W.2d 787, 793 (Tex. App.—San Antonio 1997, writ denied).

⁴⁶¹ *Boston v. Garrison*, 256 S.W.2d 67, 69 (Tex. 1953).

⁴⁶² *Martin v. Victoria Indep. Sch. Dist.*, 972 S.W.2d 815, 818 (Tex. App.—Corpus Christi 1998, pet. denied).

⁴⁶³ *Id.*

Section 551.142(a) authorizes any interested person, including a member of the news media, to bring a civil action seeking either a writ of mandamus or an injunction.⁴⁶⁴ In keeping with the purpose of the Act, standing under the Act is interpreted broadly.⁴⁶⁵ Standing conferred by the Act is broader than taxpayer standing, and a citizen does not need to prove an interest different from the general public, “because ‘the interest protected by the Open Meetings Act is the interest of the general public.’”⁴⁶⁶ The phrase “any interested person” includes a government league,⁴⁶⁷ an environmental group,⁴⁶⁸ the president of a local homeowners group,⁴⁶⁹ a city challenging the closure of a hospital by the county hospital district,⁴⁷⁰ a town challenging annexation ordinances,⁴⁷¹ and a city manager regarding a meeting he attended.⁴⁷² A suspended police officer and a police officers’ association were “interested persons” who could bring a suit alleging that the city council had violated the Act in selecting a police chief.⁴⁷³

Texas courts have also recognized that an individual authorized to seek a writ of mandamus or an injunction under the Act may also bring a declaratory judgment action pursuant to the Uniform Declaratory Judgments Act, chapter 37 of the Texas Civil Practice and Remedies Code.⁴⁷⁴ In such a proceeding, the court is authorized to “declare rights, status, and other legal relations” of various persons, including public officers, and thus may determine the validity of a governmental body’s actions under the Act.⁴⁷⁵ The courts of appeals disagree about whether the scope of the Act’s waiver of immunity includes declaratory judgment actions.⁴⁷⁶

Section 551.142(b) authorizes a court to award reasonable attorney fees and litigation costs to the party who substantially prevails in an action brought under the Act.⁴⁷⁷ This relief, however, is

⁴⁶⁴ TEX. GOV’T CODE § 551.142(a); see *Cameron Cty. Good Gov’t League v. Ramon*, 619 S.W.2d 224, 230–31 (Tex. App.—Beaumont 1981, writ ref’d n.r.e.).

⁴⁶⁵ See *Burks v. Yarbrough*, 157 S.W.3d 876, 880 (Tex. App.—Houston [14th Dist.] 2005, no pet.); *Hays Cty. Water Planning P’ship v. Hays Cty.*, 41 S.W.3d 174, 177 (Tex. App.—Austin 2003, no pet.).

⁴⁶⁶ See *Hays Cty. Planning P’ship*, 41 S.W.3d at 177–78 (quoting *Save Our Springs All, Inc. v. Lowry*, 934 S.W.2d 161, 163 (Tex. App.—Austin 1996, orig. proceeding [leave denied])).

⁴⁶⁷ See *Cameron Cty.*, 619 S.W.2d at 230.

⁴⁶⁸ See *Save Our Springs All, Inc.*, 934 S.W.2d at 162–64.

⁴⁶⁹ *Id.*

⁴⁷⁰ *Matagorda Cty. Hosp. Dist. v. City of Palacios*, 47 S.W.3d 96, 102 (Tex. App.—Corpus Christi 2001, no pet.).

⁴⁷¹ *City of Port Isabel v. Pinnell*, 161 S.W.3d 233, 241 (Tex. App.—Corpus Christi 2005, no pet.).

⁴⁷² *City of Donna v. Ramirez*, 548 S.W.3d 26, 34–35 (Tex. App.—Corpus Christi 2017, pet. denied).

⁴⁷³ *Rivera v. City of Laredo*, 948 S.W.2d 787, 792 (Tex. App.—San Antonio 1997, writ denied).

⁴⁷⁴ *Bd. of Trs. v. Cox Enters., Inc.*, 679 S.W.2d 86, 88 (Tex. App.—Texarkana 1984), *aff’d in part, rev’d in part on other grounds*, 706 S.W.2d 956 (Tex. 1986) (recognizing news media’s right to bring declaratory judgment action to determine if board violated the Act); see also *City of Fort Worth v. Groves*, 746 S.W.2d 907, 913 (Tex. App.—Fort Worth 1988, no writ) (concluding that resident and taxpayer of city had standing to bring suit for declaratory judgment and injunction against city for violation of the Act).

⁴⁷⁵ TEX. CIV. PRAC. & REM. CODE § 37.003(a).

⁴⁷⁶ See *Schmitz v. Denton Cty. Cowboy Church*, 550 S.W.3d 342, 355 (Tex. App.—Fort Worth 2018, pet. denied); *Town of Shady Shores v. Swanson*, 544 S.W.3d 426, 436–37 (Tex. App.—Fort Worth 2018, pet. granted) (holding that section 551.142 waives immunity for a declaration that an action taken in violation of the Act is void); but see *City of New Braunfels v. Carowest Land, Ltd.*, 549 S.W.3d 163, 173 (Tex. App.—Austin 2017, pet. pending) (holding that section 551.142 waives immunity for injunctive and mandamus relief only and not declaratory relief); see also *infra* Part III.A of this Handbook.

⁴⁷⁷ TEX. GOV’T CODE § 551.142(b); see *Austin Transp. Study Policy Advisory Comm. v. Sierra Club*, 843 S.W.2d 683, 690 (Tex. App.—Austin 1992, writ denied) (upholding award of attorney fees).

discretionary. The Uniform Declaratory Judgments Act also authorizes a court to award reasonable attorney fees.⁴⁷⁸

Section 551.142(c) authorizes the attorney general, in a district court in Travis County, to seek mandamus or an injunction to stop, prevent, or reverse a violation or threatened violation of section 551.142(a-1), a provision which limits a governmental body's actions in an emergency meeting or one for which an emergency supplemental notice is posted.⁴⁷⁹

Depending on the nature of the violation, additional monetary damages may be assessed against a governmental body that violated the Act. In *Ferris v. Texas Board of Chiropractic Examiners*,⁴⁸⁰ the appellate court awarded back pay and reinstatement to an executive director whom the board had attempted to fire at two meetings convened in violation of the Act. Finally, at the third meeting held to discuss the matter, the board lawfully fired the executive director. Back pay was awarded for the period between the initial unlawful firing and the third meeting at which the director's employment was lawfully terminated.⁴⁸¹

Court costs or attorney fees as well as certain other monetary damages can also be assessed under section 551.146, which relates to the confidentiality of the certified agenda. It provides that an individual, corporation or partnership that knowingly and without lawful authority makes public the certified agenda or recording of an executive session shall be liable for:

- (1) actual damages, including damages for personal injury or damage, lost wages, defamation, or mental or other emotional distress;
- (2) reasonable attorney fees and court costs; and
- (3) at the discretion of the trier of fact, exemplary damages.⁴⁸²

C. Voidability of a Governmental Body's Action in Violation of the Act; Ratification of Actions

Section 551.141 provides that "[a]n action taken by a governmental body in violation of this chapter is voidable."⁴⁸³ Before this section was adopted, Texas courts held as a matter of common law that a governmental body's actions that are in violation of the Act are subject to judicial

⁴⁷⁸ TEX. CIV. PRAC. & REM. CODE § 37.009; *City of Fort Worth*, 746 S.W.2d at 911, 917–19 (affirming trial court's award in excess of \$40,000 in attorney fees to prevailing plaintiff in action pursuant to Uniform Declaratory Judgments Act).

⁴⁷⁹ TEX. GOV'T CODE § 551.142(c).

⁴⁸⁰ *Ferris v. Tex. Bd. of Chiropractic Exam'rs*, 808 S.W.2d 514, 518–19 (Tex. App.—Austin 1991, writ denied).

⁴⁸¹ *Id.* at 519 (awarding executive director attorney fees of \$7,500).

⁴⁸² TEX. GOV'T CODE § 551.146(a)(2).

⁴⁸³ *Id.* § 551.141.

invalidation.⁴⁸⁴ Section 551.141 does not require a court to invalidate an action taken in violation of the Act, and it may choose not to do so, given the facts of a specific case.⁴⁸⁵

In *Point Isabel Independent School District v. Hinojosa*,⁴⁸⁶ the Corpus Christi Court of Appeals construed this provision to permit the judicial invalidation of only the specific action or actions found to violate the Act. Prior to doing so, the court addressed the sufficiency of the notice for the school board's July 12, 1988, meeting. With regard to that issue, the court determined that the description "personnel" in the notice was insufficient notice of the selection of three principals at the meeting, a matter of special interest to the public, but was sufficient notice of the selection of a librarian, an English teacher, an elementary school teacher, a band director and a part-time counselor.⁴⁸⁷ (For further discussion of required content of notice under the Act, *see supra* Part VII.A of this *Handbook*.) The court in *Point Isabel Independent School District* then turned to the question of whether the board's invalid selection of the three principals tainted all hiring decisions made at the meeting. The court felt that, given the reference in the statutory predecessor to section 551.141 to "an action taken" and not to "all actions taken," this provision meant only that a specific action or specific actions violating the Act were subject to judicial invalidation. Consequently, the court refused the plaintiff's request to invalidate all hiring decisions made at the meeting and held void only the board's selection of the three principals.⁴⁸⁸

A governmental body cannot give retroactive effect to a prior action taken in violation of the Act, but may ratify the invalid act in a meeting held in compliance with the Act.⁴⁸⁹ The ratification will be effective only from the date of the meeting at which the valid action is taken.⁴⁹⁰

In *Ferris v. Texas Board of Chiropractic Examiners*, the Austin Court of Appeals refused to give retroactive effect to a decision to fire the executive director reached at a meeting of the board that was held in compliance with the Act.⁴⁹¹ The board had attempted to fire the director at two previous meetings that did not comply with the Act. The subsequent lawful termination did not

⁴⁸⁴ See *Lower Colorado River Auth. v. City of San Marcos*, 523 S.W.2d 641, 646 (Tex. 1975); *Toyah Indep. Sch. Dist. v. Pecos-Barstow Indep. Sch. Dist.*, 466 S.W.2d 377, 380 (Tex. App.—San Antonio 1971, no writ); *see also Ferris*, 808 S.W.2d at 517; Tex. Att'y Gen. Op. No. H-594 (1975) at 2 (noting that governmental body cannot independently assert its prior action that governmental body failed to ratify is invalid when it is to governmental body's advantage to do so).

⁴⁸⁵ See *Collin Cty., Tex. v. Homeowners Ass'n for Values Essential to Neighborhoods*, 716 F. Supp. 953, 960 n.12 (N.D. Tex. 1989) (declining to dismiss lawsuit that county authorized in violation of Act's notice requirements if county within thirty days of court's opinion and order authorized lawsuit at meeting in compliance with the Act). *But see City of Bells v. Greater Texoma Util. Auth.*, 744 S.W.2d 636, 640 (Tex. App.—Dallas 1987, no writ) (dismissing authority's lawsuit initiated at meeting in violation of the Act's notice requirements).

⁴⁸⁶ *Point Isabel Indep. Sch. Dist. v. Hinojosa*, 797 S.W.2d 176 (Tex. App.—Corpus Christi 1990, writ denied).

⁴⁸⁷ *Id.* at 182.

⁴⁸⁸ *Id.* at 182–83.

⁴⁸⁹ *Lower Colo River Auth.*, 523 S.W.2d at 646–47 (recognizing effectiveness of increase in electric rates only from date reauthorized at lawful meeting); *City of San Antonio v. River City Cabaret, Ltd.*, 32 S.W.3d 291, 293 (Tex. App.—San Antonio 2000, pet. denied). *Cf. Dallas Cty. Flood Control v. Cross*, 815 S.W.2d 271, 284 (Tex. App.—Dallas 1991, writ denied) (holding ineffective district's reauthorization at lawful meeting of easement transaction initially authorized at unlawful meeting, because to do so, given the facts in that case, would give retroactive effect to transaction).

⁴⁹⁰ *River City Cabaret, Ltd.*, 32 S.W.3d at 293.

⁴⁹¹ *Ferris*, 808 S.W.2d at 518–19.

cure the two previous unlawful firings retroactively, and the court awarded back pay to the director for the period between the initial unlawful firing and the final lawful termination.⁴⁹²

Ratification of an action previously taken in violation of the Act must comply with all applicable provisions of the Act.⁴⁹³ In *Porth v. Morgan*, the Houston County Hospital Authority Board attempted to reauthorize the appointment of an individual to the board but did not comply fully with the Act.⁴⁹⁴ The board had originally appointed the individual during a closed meeting, violating the requirement that final action take place in an open meeting. The original appointment also violated the notice requirement, because the posted notice did not include appointing a board member as an item of business. At a subsequent open meeting, the board chose the individual as its vice-chairman and, as such, a member of the board, but the notice did not say that the board might appoint a new member or ratify its prior invalid appointment. Accordingly, the board's subsequent selection of the individual as vice-chairman did not ratify the board's prior invalid appointment.

D. Criminal Provisions

Certain violations of the Act's requirements concerning certified agendas or recordings of executive sessions are punishable as Class C or Class B misdemeanors. Section 551.145 provides as follows:

- (a) A member of a governmental body commits an offense if the member participates in a closed meeting of the governmental body knowing that a certified agenda of the closed meeting is not being kept or that a recording of the closed meeting is not being made.
- (b) An offense under Subsection (a) is a Class C misdemeanor.⁴⁹⁵

Section 551.146 provides:

- (a) An individual, corporation, or partnership that without lawful authority knowingly discloses to a member of the public the certified agenda or recording of a meeting that was lawfully closed to the public under this chapter:
 - (1) commits an offense; and
 - (2) is liable to a person injured or damaged by the disclosure for:
 - (A) actual damages, including damages for personal injury or damage, lost wages, defamation, or mental or other emotional distress;
 - (B) reasonable attorney fees and court costs; and

⁴⁹² *Id.*

⁴⁹³ See *id.* at 518 (“A governmental entity may ratify only what it could have lawfully authorized initially.”).

⁴⁹⁴ *Porth v. Morgan*, 622 S.W.2d 470, 473, 475–76 (Tex. App.—Tyler 1981, writ ref’d n.r.e.).

⁴⁹⁵ TEX. GOV’T CODE § 551.145.

- (C) at the discretion of the trier of fact, exemplary damages.
- (b) An offense under Subsection (a)(1) is a Class B misdemeanor.
- (c) It is a defense to prosecution under Subsection (a)(1) and an affirmative defense to a civil action under Subsection (a)(2) that:
 - (1) the defendant had good reason to believe the disclosure was lawful; or
 - (2) the disclosure was the result of a mistake of fact concerning the nature or content of the certified agenda or recording.⁴⁹⁶

In order to find that a person has violated one of these provisions, the person must be determined to have “knowingly.” Section 6.03(b) of the Penal Code, defines that state of mind as follows:

A person acts knowingly, or with knowledge, with respect to the nature of his conduct or to circumstances surrounding his conduct when he is aware of the nature of his conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to his conduct when he is aware that his conduct is reasonably certain to cause the result.⁴⁹⁷

A 2012 court of appeals case enumerated the elements of this criminal offense to be (1) a lawfully closed meeting, (2) a knowing disclosure of the agenda or tape recording of the lawfully closed meeting to a member of the public, and (3) a disclosure made without lawful authority.⁴⁹⁸ In *Cooksey v. State*, Cooksey attached a copy of the tape recording of a closed meeting to his petition in his suit to remove the county judge.⁴⁹⁹ He was later charged with violation of section 551.146.⁵⁰⁰ The court of appeals determined that the posted notice for the emergency meeting did not clearly identify the emergency and thus the meeting was not sufficient as a “lawfully closed meeting” to uphold Cooksey’s conviction.⁵⁰¹

Section 551.146 does not prohibit members of the governmental body or other persons who attend an executive session from making public statements about the subject matter of the executive session.⁵⁰² Other statutes or duties, however, may limit what a member of the governmental body may say publicly.

Sections 551.143 and 551.144 of the Government Code establish criminal sanctions for certain conduct that violates openness requirements. A member of a governmental body must be found to have acted “knowingly” to be found guilty of either of these offenses. Section 551.143 provides:

- (a) A member of a governmental body commits an offense if the member:

⁴⁹⁶ *Id.* § 551.146.

⁴⁹⁷ TEX. PENAL CODE § 6.03(b).

⁴⁹⁸ *Cooksey v. State*, 377 S.W.3d 901, 905 (Tex. App.—Eastland 2012, no pet.).

⁴⁹⁹ *Id.* at 903–04.

⁵⁰⁰ *Id.* at 904.

⁵⁰¹ *Id.* at 907.

⁵⁰² Tex. Att’y Gen. Op. No. JM-1071 (1989) at 2–3.

- (1) knowingly engages in at least one communication among a series of communications that each occur outside of a meeting authorized by this chapter and that concern an issue within the jurisdiction of the governmental body in which the members engaging in the individual communications constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of members; and
- (2) knew at the time the member engaged in the communication that the series of communications:
 - (A) involved or would involve a quorum; and
 - (B) would constitute a deliberation once a quorum of members engaged in the series of communications..⁵⁰³

Section 551.144 provides as follows:

- (a) A member of a governmental body commits an offense if a closed meeting is not permitted under this chapter and the member knowingly:
 - (1) calls or aids in calling or organizing the closed meeting, whether it is a special or called closed meeting;
 - (2) closes or aids in closing the meeting to the public, if it is a regular meeting; or
 - (3) participates in the closed meeting, whether it is a regular, special, or called meeting..⁵⁰⁴
- (b) An offense under Subsection (a) is a misdemeanor punishable by:
 - (1) a fine of not less than \$100 or more than \$500;
 - (2) confinement in the county jail for not less than one month or more than six months; or
 - (3) both the fine and confinement..⁵⁰⁵
- (c) It is an affirmative defense to prosecution under Subsection (a) that the member of the governmental body acted in reasonable reliance on a court order or a

⁵⁰³ TEX. GOV'T CODE § 551.143.

⁵⁰⁴ See *Asgeirsson v. Abbott*, 773 F. Supp. 2d 684, 690 (W.D. Tex. 2011), *aff'd*, 696 F. 3d 454 (5th Cir. 2012), *cert. denied*, 568 U.S. 1249 (2013) (upholding constitutionality of section 551.144).

⁵⁰⁵ See *Martinez v. State*, 879 S.W.2d 54, 55–56 (Tex. Crim. App. 1994) (upholding validity of information which charged county commissioners with violating Act by failing to comply with procedural prerequisites for holding closed session).

written interpretation of this chapter contained in an opinion of a court of record, the attorney general, or the attorney for the governmental body.⁵⁰⁶

In 1998, the Texas Court of Criminal Appeals determined in *Tovar v. State*⁵⁰⁷ that a government official who knowingly participated in an impermissible closed meeting may be found guilty of violating the Act even though he did not know that the meeting was prohibited under the Act. Subsection 551.144(c) now provides an affirmative defense to prosecution under subsection (a) if the member of the governmental body acted in reasonable reliance on a court order or a legal opinion as set out in subsection (c).⁵⁰⁸

⁵⁰⁶ TEX. GOV'T CODE § 551.144.

⁵⁰⁷ *Tovar v. State*, 978 S.W.2d 584 (Tex. Crim. App. 1998).

⁵⁰⁸ TEX. GOV'T CODE § 551.144(c).

XII. Open Meetings Act and Other Statutes

A. Other Statutes May Apply to a Public Meeting

The Act is not the only provision of law relevant to a public meeting of a particular governmental entity. For example, section 551.004 of the Government Code expressly provides:

This chapter does not authorize a governmental body to close a meeting that a charter of the governmental body:

- (1) prohibits from being closed; or
- (2) requires to be open.⁵⁰⁹

In *Shackelford v. City of Abilene*,⁵¹⁰ the Texas Supreme Court held that an Abilene resident had a right to require public meetings under the Abilene city charter, which included the following provision:

All meetings of the Council and all Boards or Commissions appointed by the Council shall be open to the public.⁵¹¹

Members of a particular governmental body should consult any applicable statutes, charter provisions, ordinances and rules for provisions affecting the entity's public meetings. Laws other than the Act govern preparing the agenda for a meeting⁵¹² but the procedures for agenda preparation must be consistent with the openness requirements of the Act.⁵¹³

Even though a particular entity is not a "governmental body" as defined by the Act, another statute may require it to comply with the Act's provisions.⁵¹⁴ Some exercises of governmental power, for example, a city's adoption of zoning regulations, require the city to hold a public hearing at which parties in interest and citizens have an opportunity to be heard.⁵¹⁵ Certain governmental actions may be subject to statutory notice provisions⁵¹⁶ in addition to notice required by the Act.

The Act does not answer all questions about conducting a public meeting. Thus, persons responsible for a particular governmental body's meetings must know about other laws applicable to these meetings. While this *Handbook* cannot identify all provisions relevant to meetings of

⁵⁰⁹ *Id.* § 551.004.

⁵¹⁰ *Shackelford v. City of Abilene*, 585 S.W.2d 665, 667 (Tex. 1979).

⁵¹¹ *Id.* at 667 (emphasis omitted).

⁵¹² Tex. Att'y Gen. Op. Nos. DM-473 (1998) at 3, DM-228 (1993) at 2–3, JM-63 (1983) at 3, MW-32 (1979) at 1.

⁵¹³ Tex. Att'y Gen. Op. Nos. DM-473 (1998) at 3, DM-228 (1993) at 3.

⁵¹⁴ See TEX. EDUC. CODE § 12.1051 (applying open meetings and public information laws to open-enrollment charter schools); see also TEX. ELEC. CODE §§ 31.033(d), .155(d) (applying the Act to county election commissions and joint election commission), TEX. WATER CODE § 16.053(h)(12) (providing that regional water planning groups are subject to the Open Meetings Act).

⁵¹⁵ See TEX. LOC. GOV'T CODE § 211.006.

⁵¹⁶ See *id.* § 152.013(b); see also TEX. ELEC. CODE §§ 31.033(d), .155(d).

Texas governmental bodies, we will point out statutes that are of special importance to governmental bodies.

B. Administrative Procedure Act

The Administrative Procedure Act (the “APA”) establishes “minimum standards of uniform practice and procedure for state agencies” in the rulemaking process and in hearing and resolving contested cases.⁵¹⁷ The state agencies subject to the APA are as a rule also subject to the Act.⁵¹⁸ The decision-making process under the APA is not excepted from the requirements of the Act.⁵¹⁹

However, this office has concluded that the APA creates an exception to the requirements of the Act with regard to contested cases.⁵²⁰ A governmental body may consider a claim of privilege in a closed meeting when (1) the claim is made during a contested case proceeding under the APA, and (2) the resolution of the claim requires the examination and discussion of the allegedly privileged information.⁵²¹ Although the Act does not authorize a closed meeting for this purpose, the APA incorporates certain rules of evidence and civil procedure, including the requirement that claims of privilege or confidentiality be determined in a nonpublic forum.⁵²²

The APA does not, on the other hand, create exceptions to the requirements of the Act when the two statutes can be harmonized. In *Acker v. Texas Water Commission*, the Texas Supreme Court concluded that the statutory predecessor to section 2001.061 of the Government Code did not authorize a quorum of the members of a governmental body to confer in private regarding a contested case.⁵²³ Section 2001.061(b) provides in pertinent part: “A state agency member may communicate ex parte with another member of the agency unless prohibited by other law.”⁵²⁴ The court concluded that, when harmonized with the provisions of the Act, this section permits a state agency’s members to confer ex parte, but only when less than a quorum is present.⁵²⁵

C. The Americans with Disabilities Act

Title II of the Americans with Disabilities Act of 1990 (the “ADA”) prohibits discrimination against disabled individuals in the activities, services and programs of public entities.⁵²⁶ All the activities of state and local governmental bodies are covered by the ADA, including meetings. Governmental bodies subject to the Act must also ensure that their meetings comply with the ADA.⁵²⁷ For purposes of the ADA, an individual is an individual with a disability if he or she meets one of the following three tests: the individual must have a physical or mental impairment

⁵¹⁷ TEX. GOV’T CODE § 2001.001(1); *see also id.* § 2001.003(1), (6).

⁵¹⁸ *See id.* § 2001.003(7) (defining “state agency”).

⁵¹⁹ Tex. Att’y Gen. Op. No. H-1269 (1978) at 1 (considering statutory predecessor to APA).

⁵²⁰ Tex. Att’y Gen. Op. No. JM-645 (1987) at 5–6.

⁵²¹ *Id.*

⁵²² *Id.* at 4–5; *see* TEX. GOV’T CODE § 2001.083.

⁵²³ *Acker v. Tex. Water Comm’n*, 790 S.W.2d 299, 301 (Tex. 1990).

⁵²⁴ TEX. GOV’T CODE § 2001.061.

⁵²⁵ *Acker*, 790 S.W.2d at 301.

⁵²⁶ 42 U.S.C.A. §§ 12131–12165.

⁵²⁷ *See id.* § 12132; 28 C.F.R. §§ 35.130, .149, .160. *See generally* *Tyler v. City of Manhattan*, 849 F. Supp. 1429, 1434–35 (D. Kan. 1994).

that substantially limits one or more of the individual's major life activities; he or she has a record of having this type of physical or mental impairment; or he or she is regarded by others as having this type of impairment.⁵²⁸

A governmental body may not exclude a disabled individual from participation in the activities of the governmental body because the facilities are physically inaccessible.⁵²⁹ The room in which a public meeting is held must be physically accessible to a disabled individual.⁵³⁰ A governmental body must also ensure that communications with disabled individuals are as effective as communications with others.⁵³¹ Thus, a governmental body must take steps to ensure that disabled individuals have access to and can understand the contents of the meeting notice and to ensure that they can understand what is happening at the meeting. This duty includes furnishing appropriate auxiliary aids and services when necessary.⁵³²

The following statement about meeting accessibility is included on the Secretary of State's Internet site where state and regional agencies submit notice of their meetings:

Under the Americans with Disabilities Act, an individual with a disability must have equal opportunity for effective communication and participation in public meetings. Upon request, agencies must provide auxiliary aids and services, such as interpreters for the deaf and hearing impaired, readers, large print or Braille documents. In determining the type of auxiliary aid or services, agencies must give primary consideration to the individual's request. Those requesting auxiliary aids or services should notify the contact person listed on the meeting several days before the meeting by mail, telephone, or RELAY Texas. TTY: 7-1-1.⁵³³

D. The Open Meetings Act and the Whistleblower Act

In *City of Elsa v. Gonzalez*, a former city manager complained to the city council that it had violated the Open Meetings Act in the meeting at which he was fired.⁵³⁴ His court challenge included a Whistleblower claim based on his report to the city council of the violation of the Open Meetings Act.⁵³⁵ The Texas Supreme Court determined that the former city manager had not established, under the Whistleblower Act, an appropriate law enforcement agency to which to report a violation.⁵³⁶

⁵²⁸ 42 U.S.C.A. § 12102(1); 28 C.F.R. § 35.104.

⁵²⁹ See 28 C.F.R. § 35.149–.150.

⁵³⁰ See *Dees v. Austin Travis Cty. Mental Health & Mental Retardation*, 860 F. Supp. 1186, 1190 (W.D. Tex. 1994); see generally Tyler, 849 F. Supp. at 1442.

⁵³¹ 28 C.F.R. § 35.160.

⁵³² *Id.* § 35.160(b)(1).

⁵³³ Available at <http://www.sos.state.tx.us/open/access.shtml>.

⁵³⁴ *City of Elsa v. Gonzalez*, 325 S.W.3d 622 (Tex. 2010).

⁵³⁵ See *id.* at 626–28.

⁵³⁶ See *id.* at 628.

E. The Open Meetings Act Distinguished from the Public Information Act

Although the Open Meetings Act and the Public Information Act⁵³⁷ both serve the purpose of making government accessible to the people, they work differently to accomplish this goal.⁵³⁸ The definitions of “governmental body” in the two statutes are generally similar, but the Public Information Act also applies to entities supported by public funds,⁵³⁹ while the Open Meetings Act does not.⁵⁴⁰ Each statute contains a different set of exceptions.⁵⁴¹ The Public Information Act authorizes the attorney general to determine whether records requested by a member of the public may be withheld and to enforce his rulings by writ of mandamus.⁵⁴² The Open Meetings Act has no comparable provisions. Chapter 402, subchapter C of the Government Code authorizes the attorney general to issue legal opinions at the request of certain officers. Pursuant to this authority, the attorney general has addressed and resolved numerous questions of law arising under the Open Meetings Act.⁵⁴³ Because questions of fact cannot be resolved in the opinion process, an attorney general opinion will not determine whether particular conduct of a governmental body violated the Open Meetings Act.⁵⁴⁴

In addition, the exceptions in one statute are not necessarily incorporated into the other statute. The mere fact that a document was discussed in an executive session does not make it confidential under the Public Information Act.⁵⁴⁵ Nor does the Public Information Act authorize a governmental body to hold an executive session to discuss records merely because the records are within one of the exceptions to the Public Information Act.⁵⁴⁶ While some early attorney general opinions treated the exceptions to one statute as incorporated into the other, these decisions have been expressly or implicitly overruled.⁵⁴⁷

⁵³⁷ TEX. GOV'T CODE ch. 552.

⁵³⁸ See *York v. Tex. Guaranteed Student Loan Corp.*, 408 S.W.3d 677, 684–87 (Tex. App.—Austin 2013, no pet.) (discussing interplay between the Open Meetings Act and the Public Information Act).

⁵³⁹ TEX. GOV'T CODE § 552.003(1)(A)(xiv).

⁵⁴⁰ See Tex. Att'y Gen. LO-98-040, at 2.

⁵⁴¹ See Tex. Att'y Gen. ORD-491 (1988) at 4.

⁵⁴² See TEX. GOV'T CODE §§ 552.301–.309, .321–.327.

⁵⁴³ *Id.* §§ 402.041–.045.

⁵⁴⁴ See Tex. Att'y Gen. Op. Nos. GA-0326 (2005) at 4, JC-0307 (2000) at 1, DM-95 (1992) at 1, JM-840 (1988) at 6, H-772 (1976) at 6; see also *Bexar Medina Atascosa Water Dist. v. Bexar Medina Atascosa Landowners' Ass'n*, 2 S.W.3d 459, 461 (Tex. App.—San Antonio 1999, pet. denied) (stating that whether specific conduct violates the Act is generally a question of fact).

⁵⁴⁵ See *City of Garland v. Dallas Morning News*, 22 S.W.3d 351, 366–67 (Tex. 2000) (stating “[t]hat a matter can be discussed in closed meetings does not mean that all documents involving the same matter are exempt from public access”); Tex. Att'y Gen. ORD-605 (1992) at 3 (names of applicants); ORD-485 (1987) at 4–5 (investigative report); see also Tex. Att'y Gen. ORD-491 (1988) at 7 (noting the fact that meeting was not subject to the Act does not make minutes of meeting confidential under Open Records Act).

⁵⁴⁶ Tex. Att'y Gen. Op. Nos. JM-595 (1986) at 4–5 (concluding that Open Records Act does not authorize executive session discussion of written evaluations on selection of consultants and bidders), MW-578 (1982) at 4 (concluding there is no implied authority under the Act to hold closed session to review private information in unemployment benefit case files).

⁵⁴⁷ See, e.g., Tex. Att'y Gen. Op. No. H-1154 (1978) at 3 (closed meeting for discussion of confidential child welfare case files); Tex. Att'y Gen. ORD-461 (1987) (tape recording of closed session is not public under Open Records Act); ORD-259 (1980) (value of donation pledged to city is confidential under statutory predecessor to section 551.072 of the Government Code).

F. Records Retention

The Open Meetings Act requires a governmental body to prepare and keep minutes or make a recording of each open meeting.⁵⁴⁸ It also requires a governmental body to keep a certified agenda or make a recording of each closed meeting, except for a closed meeting held under the attorney consultation exception, and to preserve the certified agenda or recording for a period of two years.⁵⁴⁹ Other than these provisions, the Open Meetings Act does not speak to a governmental body's record-keeping obligations. Similarly, the Public Information Act, in its provisions governing access to a governmental body's public information, does not specifically address a governmental body's responsibility to retain its records.⁵⁵⁰

Instead, other provisions require a local governmental body or state agency to retain and manage its governmental records.⁵⁵¹ These provisions require local governments and state agencies to establish a records management program that complies with record retention schedules adopted by the Texas State Library and Archives Commission ("TSLAC").⁵⁵² A local government record means

[a]ny document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business.⁵⁵³

A state record is "any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency or an elected state official that documents activities in the conduct of state business or use of public resources."⁵⁵⁴ Under either of these definitions, a governmental body's meeting minutes, notices, agenda and agenda packets, recordings of meetings, and any other record associated with an open or closed meeting are going

⁵⁴⁸ TEX. GOV'T CODE § 551.021(a).

⁵⁴⁹ *Id.* §§ 551.103, .104.

⁵⁵⁰ *See id.* §§ 552.001–.353 ("Public Information Act"), .004 (providing that governmental bodies, and elected public officials, may determine the time its information not currently in use will be preserved, "subject to any . . . applicable rule or law governing the destruction and other disposition of state and local governmental records or public information.").

⁵⁵¹ *See* TEX. LOC. GOV'T CODE §§ 201.001–205.009 (the "Local Government Records Act"); TEX. GOV'T CODE §§ 441.180–.205 (subchapter L entitled: "Preservation and Management of State Records and Other Historical Resources").

⁵⁵² *See* TEX. LOC. GOV'T CODE §§ 203.002, .005 (elected county officer shall provide for the administration of an "active and continuing records management program"), 203.021 (governing body of a local government shall provide for an "active and continuing program for the efficient and economical management of all local government records"), TEX. GOV'T CODE § 441.183 (head of each state agency "shall establish and maintain a records management program on a continuing and active basis"); *see also* TEX. LOC. GOV'T CODE § 203.042(b)(2) (retention period may not be less than a retention period for the record established by the TSLAC), TEX. GOV'T CODE §§ 441.185(a) (agency records management officer shall submit a records retention schedule to the state records administrator).

⁵⁵³ TEX. LOC. GOV'T CODE § 201.003(8).

⁵⁵⁴ TEX. GOV'T CODE § 441.180(11).

to be local or state records. As such, they must be retained and managed by the local government or state agency as required by the respective retention schedule and may be destroyed only as permitted under the retention schedule.⁵⁵⁵

⁵⁵⁵ See TEX. LOC. GOV'T CODE §§ 202.001–.009 (“Destruction and Alienation of Records”), TEX. GOV'T CODE § 441.187 (governing destruction of state records).

Appendix A: Text of the Open Meetings Act

SUBCHAPTER A. GENERAL PROVISIONS

§ 551.001. Definitions

In this chapter:

- (1) “Closed meeting” means a meeting to which the public does not have access.
- (2) “Deliberation” means a verbal or written exchange between a quorum of a governmental body, or between a quorum of a governmental body and another person, concerning an issue within the jurisdiction of the governmental body.
- (3) “Governmental body” means:
 - (A) a board, commission, department, committee, or agency within the executive or legislative branch of state government that is directed by one or more elected or appointed members;
 - (B) a county commissioners court in the state;
 - (C) a municipal governing body in the state;
 - (D) a deliberative body that has rulemaking authority or quasi-judicial power and that is classified as a department, agency, or political subdivision of a county or municipality;
 - (E) a school district board of trustees;
 - (F) a county board of school trustees;
 - (G) a county board of education;
 - (H) the governing board of a special district created by law;
 - (I) a local workforce development board created under Section 2308.253;
 - (J) a nonprofit corporation that is eligible to receive funds under the federal community services block grant program and that is authorized by this state to serve a geographic area of the state;
 - (K) a nonprofit corporation organized under Chapter 67, Water Code, that provides a water supply or wastewater service, or both, and is exempt from ad valorem taxation under Section 11.30, Tax Code; and
 - (L) a joint board created under Section 22.074, Transportation Code.
- (4) “Meeting” means:
 - (A) a deliberation between a quorum of a governmental body, or between a quorum of a governmental body and another person, during which public business or public policy over which the body has supervision or

control is discussed or considered or during which the governmental body takes formal action; or

- (B) except as otherwise provided by this subdivision, a gathering:
 - (i) that is conducted by the governmental body or for which the governmental body is responsible;
 - (ii) at which a quorum of members of the governmental body is present;
 - (iii) that has been called by the governmental body; and
 - (iv) at which the members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the governmental body, about the public business or public policy over which the governmental body has supervision or control.

The term does not include the gathering of a quorum of a governmental body at a social function unrelated to the public business that is conducted by the body, the attendance by a quorum of a governmental body at a regional, state, or national convention or workshop, ceremonial event, or press conference, or the attendance by a quorum of a governmental body at a candidate forum, appearance, or debate to inform the electorate, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, press conference, forum, appearance, or debate.

The term includes a session of a governmental body.

- (5) “Open” means open to the public.
- (6) “Quorum” means a majority of a governmental body, unless defined differently by applicable law or rule or the charter of the governmental body.
- (7) “Recording” means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed.
- (8) “Videoconference call” means a communication conducted between two or more persons in which one or more of the participants communicate with the other participants through duplex audio and video signals transmitted over a telephone network, a data network, or the Internet.

§ 551.0015. Certain Property Owners’ Associations Subject to Law

- (a) A property owners’ association is subject to this chapter in the same manner as a governmental body:
 - (1) if:
 - (A) membership in the property owners’ association is mandatory for owners or for a defined class of owners of private real property in

- a defined geographic area in a county with a population of 2.8 million or more or in a county adjacent to a county with a population of 2.8 million or more;
 - (B) the property owners' association has the power to make mandatory special assessments for capital improvements or mandatory regular assessments; and
 - (C) the amount of the mandatory special or regular assessments is or has ever been based in whole or in part on the value at which the state or a local governmental body assesses the property for purposes of ad valorem taxation under Section 20, Article VIII, Texas Constitution; or
- (2) if the property owners' association:
- (A) provides maintenance, preservation, and architectural control of residential and commercial property within a defined geographic area in a county with a population of 2.8 million or more or in a county adjacent to a county with a population of 2.8 million or more; and
 - (B) is a corporation that:
 - (i) is governed by a board of trustees who may employ a general manager to execute the association's bylaws and administer the business of the corporation;
 - (ii) does not require membership in the corporation by the owners of the property within the defined area; and
 - (iii) was incorporated before January 1, 2006.
 - (b) The governing body of the association, a committee of the association, and members of the governing body or of a committee of the association are subject to this chapter in the same manner as the governing body of a governmental body, a committee of a governmental body, and members of the governing body or of a committee of the governmental body.

§ 551.002. Open Meetings Requirement

Every regular, special, or called meeting of a governmental body shall be open to the public, except as provided by this chapter.

§ 551.003. Legislature

In this chapter, the legislature is exercising its powers to adopt rules to prohibit secret meetings of the legislature, committees of the legislature, and other bodies associated with the legislature, except as specifically permitted in the constitution.

§ 551.0035. Attendance by Governmental Body at Legislative Committee or Agency Meeting

- (a) This section applies only to the attendance by a quorum of a governmental body at a meeting of a committee or agency of the legislature. This section does not apply to attendance at the meeting by members of the legislative committee or agency holding the meeting.
- (b) The attendance by a quorum of a governmental body at a meeting of a committee or agency of the legislature is not considered to be a meeting of that governmental body if the deliberations at the meeting by the members of that governmental body consist only of publicly testifying at the meeting, publicly commenting at the meeting, and publicly responding at the meeting to a question asked by a member of the legislative committee or agency.

§ 551.004. Open Meetings Required by Charter

This chapter does not authorize a governmental body to close a meeting that a charter of the governmental body:

- (1) prohibits from being closed; or
- (2) requires to be open.

§ 551.005. Open Meetings Training

- (a) Each elected or appointed public official who is a member of a governmental body subject to this chapter shall complete a course of training of not less than one and not more than two hours regarding the responsibilities of the governmental body and its members under this chapter not later than the 90th day after the date the member:
 - (1) takes the oath of office, if the member is required to take an oath of office to assume the person's duties as a member of the governmental body; or
 - (2) otherwise assumes responsibilities as a member of the governmental body, if the member is not required to take an oath of office to assume the person's duties as a member of the governmental body.
- (b) The attorney general shall ensure that the training is made available. The office of the attorney general may provide the training and may also approve any acceptable course of training offered by a governmental body or other entity. The attorney general shall ensure that at least one course of training approved or provided by the attorney general is available on videotape or a functionally similar and widely available medium at no cost. The training must include instruction in:
 - (1) the general background of the legal requirements for open meetings;
 - (2) the applicability of this chapter to governmental bodies;

Appendix A: Text of the Open Meetings Act

- (3) procedures and requirements regarding quorums, notice, and recordkeeping under this chapter;
 - (4) procedures and requirements for holding an open meeting and for holding a closed meeting under this chapter; and
 - (5) penalties and other consequences for failure to comply with this chapter.
- (c) The office of the attorney general or other entity providing the training shall provide a certificate of course completion to persons who complete the training required by this section. A governmental body shall maintain and make available for public inspection the record of its members' completion of the training.
- (d) Completing the required training as a member of the governmental body satisfies the requirements of this section with regard to the member's service on a committee or subcommittee of the governmental body and the member's ex officio service on any other governmental body.
- (e) The training required by this section may be used to satisfy any corresponding training requirements concerning this chapter or open meetings required by law for the members of a governmental body. The attorney general shall attempt to coordinate the training required by this section with training required by other law to the extent practicable.
- (f) The failure of one or more members of a governmental body to complete the training required by this section does not affect the validity of an action taken by the governmental body.
- (g) A certificate of course completion is admissible as evidence in a criminal prosecution under this chapter. However, evidence that a defendant completed a course of training offered under this section is not prima facie evidence that the defendant knowingly violated this chapter.

§ 551.006. Written Electronic Communications Accessible to Public

- (a) A communication or exchange of information between members of a governmental body about public business or public policy over which the governmental body has supervision or control does not constitute a meeting or deliberation for purposes of this chapter if:
- (1) the communication is in writing;
 - (2) the writing is posted to an online message board or similar Internet application that is viewable and searchable by the public; and
 - (3) the communication is displayed in real time and displayed on the online message board or similar Internet application for no less than 30 days after the communication is first posted.
- (b) A governmental body may have no more than one online message board or similar Internet application to be used for the purposes described in Subsection

- (a). The online message board or similar Internet application must be owned or controlled by the governmental body, prominently displayed on the governmental body's primary Internet web page, and no more than one click away from the governmental body's primary Internet web page.
- (c) The online message board or similar Internet application described in Subsection (a) may only be used by members of the governmental body or staff members of the governmental body who have received specific authorization from a member of the governmental body. In the event that a staff member posts a communication to the online message board or similar Internet application, the name and title of the staff member must be posted along with the communication.
- (d) If a governmental body removes from the online message board or similar Internet application a communication that has been posted for at least 30 days, the governmental body shall maintain the posting for a period of six years. This communication is public information and must be disclosed in accordance with Chapter 552.
- (e) The governmental body may not vote or take any action that is required to be taken at a meeting under this chapter of the governmental body by posting a communication to the online message board or similar Internet application. In no event shall a communication or posting to the online message board or similar Internet application be construed to be an action of the governmental body.

§ 551.007. Public Testimony

- (a) This section applies only to a governmental body described by Sections 551.001(3)(B)–(L).
- (b) A governmental body shall allow each member of the public who desires to address the body regarding an item on an agenda for an open meeting of the body to address the body regarding the item at the meeting before or during the body's consideration of the item.
- (c) A governmental body may adopt reasonable rules regarding the public's right to address the body under this section, including rules that limit the total amount of time that a member of the public may address the body on a given item.
- (d) This subsection applies only if a governmental body does not use simultaneous translation equipment in a manner that allows the body to hear the translated public testimony simultaneously. A rule adopted under Subsection (c) that limits the amount of time that a member of the public may address the governmental body must provide that a member of the public who addresses the body through a translator must be given at least twice the amount of time as a member of the public who does not require the assistance of a translator in

order to ensure that non-English speakers receive the same opportunity to address the body.

- (e) A governmental body may not prohibit public criticism of the governmental body, including criticism of any act, omission, policy, procedure, program, or service. This subsection does not apply to public criticism that is otherwise prohibited by law.

SUBCHAPTER B. RECORD OF OPEN MEETING

§ 551.021. Minutes or Recording of Open Meeting Required

- (a) A governmental body shall prepare and keep minutes or make a recording of each open meeting of the body.
- (b) The minutes must:
 - (1) state the subject of each deliberation; and
 - (2) indicate each vote, order, decision, or other action taken.

§ 551.022. Minutes and Recordings of Open Meeting: Public Record

The minutes and recordings of an open meeting are public records and shall be available for public inspection and copying on request to the governmental body's chief administrative officer or the officer's designee.

§ 551.023. Recording of Meeting by Person in Attendance

- (a) A person in attendance may record all or any part of an open meeting of a governmental body by means of a recorder, video camera, or other means of aural or visual reproduction.
- (b) A governmental body may adopt reasonable rules to maintain order at a meeting, including rules relating to:
 - (1) the location of recording equipment; and
 - (2) the manner in which the recording is conducted.
- (c) A rule adopted under Subsection (b) may not prevent or unreasonably impair a person from exercising a right granted under Subsection (a).

SUBCHAPTER C. NOTICE OF MEETINGS

§ 551.041. Notice of Meeting Required

A governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body.

§ 551.0411. Meeting Notice Requirements in Certain Circumstances

- (a) Section 551.041 does not require a governmental body that recesses an open meeting to the following regular business day to post notice of the continued meeting if the action is taken in good faith and not to circumvent this chapter. If an open meeting is continued to the following regular business day and, on that following day, the governmental body continues the meeting to another day, the governmental body must give written notice as required by this subchapter of the meeting continued to that other day.
- (b) A governmental body that is prevented from convening an open meeting that was otherwise properly posted under Section 551.041 because of a catastrophe may convene the meeting in a convenient location within 72 hours pursuant to Section 551.045 if the action is taken in good faith and not to circumvent this chapter. If the governmental body is unable to convene the open meeting within those 72 hours, the governmental body may subsequently convene the meeting only if the governmental body gives written notice of the meeting as required by this subchapter.
- (c) In this section, “catastrophe” means a condition or occurrence that interferes physically with the ability of a governmental body to conduct a meeting, including:
 - (1) fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;
 - (2) power failure, transportation failure, or interruption of communication facilities;
 - (3) epidemic; or
 - (4) riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.

§ 551.0415. Governing Body of Municipality or County: Reports About Items of Community Interest Regarding Which No Action Will be Taken

- (a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.
- (b) For purposes of Subsection (a), “items of community interest” includes:
 - (1) expressions of thanks, congratulations, or condolence;
 - (2) information regarding holiday schedules;
 - (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change

in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;

- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

§ 551.042. Inquiry Made at Meeting

- (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:
 - (1) a statement of specific factual information given in response to the inquiry; or
 - (2) a recitation of existing policy in response to the inquiry.
- (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

§ 551.043. Time and Accessibility of Notice; General Rule

- (a) The notice of a meeting of a governmental body must be posted in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the meeting, except as provided by Sections 551.044–551.046.
- (b) If this chapter specifically requires or allows a governmental body to post notice of a meeting on the Internet:
 - (1) the governmental body satisfies the requirement that the notice must be posted in a place readily accessible to the general public at all times by making a good-faith attempt to continuously post the notice on the Internet during the prescribed period;
 - (2) the governmental body must still comply with any duty imposed by this chapter to physically post the notice at a particular location; and
 - (3) if the governmental body makes a good-faith attempt to continuously post the notice on the Internet during the prescribed period, the notice

physically posted at the location prescribed by this chapter must be readily accessible to the general public during normal business hours.

§ 551.044. Exception to General Rule: Governmental Body With Statewide Jurisdiction

- (a) The secretary of state must post notice on the Internet of a meeting of a state board, commission, department, or officer having statewide jurisdiction for at least seven days before the day of the meeting. The secretary of state shall provide during regular office hours a computer terminal at a place convenient to the public in the office of the secretary of state that members of the public may use to view notices of meetings posted by the secretary of state.
- (b) Subsection (a) does not apply to:
 - (1) the Texas Department of Insurance, as regards proceedings and activities under Title 5, Labor Code, of the department, the commissioner of insurance, or the commissioner of workers' compensation; or
 - (2) the governing board of an institution of higher education.

§ 551.045. Exception to General Rule: Notice of Emergency Meeting or Emergency Addition to Agenda

- (a) In an emergency or when there is an urgent public necessity, the notice of a meeting to deliberate or take action on the emergency or urgent public necessity, or the supplemental notice to add the deliberation or taking of action on the emergency or urgent public necessity as an item to the agenda for a meeting for which notice has been posted in accordance with this subchapter, is sufficient if the notice or supplemental notice is posted for at least one hour before the meeting is convened.
- (a-1) A governmental body may not deliberate or take action on a matter at a meeting for which notice or supplemental notice is posted under Subsection (a) other than:
 - (1) a matter directly related to responding to the emergency or urgent public necessity identified in the notice or supplemental notice of the meeting as provided by Subsection (c); or
 - (2) an agenda item listed on a notice of the meeting before the supplemental notice was posted.
- (b) An emergency or an urgent public necessity exists only if immediate action is required of a governmental body because of:
 - (1) an imminent threat to public health and safety, including a threat described by Subdivision (2) if imminent; or
 - (2) a reasonably unforeseeable situation, including:

Appendix A: Text of the Open Meetings Act

- (A) fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;
 - (B) power failure, transportation failure, or interruption of communication facilities;
 - (C) epidemic; or
 - (D) riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.
- (c) The governmental body shall clearly identify the emergency or urgent public necessity in the notice or supplemental notice under this section.
- (d) A person who is designated or authorized to post notice of a meeting by a governmental body under this subchapter shall post the notice taking at face value the governmental body's stated reason for the emergency or urgent public necessity.
- (e) For purposes of Subsection (b)(2), the sudden relocation of a large number of residents from the area of a declared disaster to a governmental body's jurisdiction is considered a reasonably unforeseeable situation for a reasonable period immediately following the relocation.

§ 551.046. Exception to General Rule: Committee of Legislature

The notice of a legislative committee meeting shall be as provided by the rules of the house of representatives or of the senate.

§ 551.047. Special Notice to News Media of Emergency Meeting or Emergency Addition to Agenda

- (a) The presiding officer of a governmental body, or the member of a governmental body who calls an emergency meeting of the governmental body or adds an emergency item to the agenda of a meeting of the governmental body, shall notify the news media of the emergency meeting or emergency item as required by this section.
- (b) The presiding officer or member is required to notify only those members of the news media that have previously;
 - (1) filed at the headquarters of the governmental body a request containing all pertinent information for the special notice; and
 - (2) agreed to reimburse the governmental body for the cost of providing the special notice.
- (c) The presiding officer or member shall give the notice by telephone, facsimile transmission, or electronic mail at least one hour before the meeting is convened.

§ 551.048. State Governmental Body: Notice to Secretary of State; Place of Posting Notice

- (a) A state governmental body shall provide notice of each meeting to the secretary of state.
- (b) The secretary of state shall post the notice on the Internet. The secretary of state shall provide during regular office hours a computer terminal at a place convenient to the public in the office of the secretary of state that members of the public may use to view the notice.

§ 551.049. County Governmental Body: Place of Posting Notice

A county governmental body shall post notice of each meeting on a bulletin board at a place convenient to the public in the county courthouse.

§ 551.050. Municipal Governmental Body: Place of Posting Notice

- (a) In this section, “electronic bulletin board” means an electronic communication system that includes a perpetually illuminated screen on which the governmental body can post messages or notices viewable without manipulation by the public.
- (b) A municipal governmental body shall post notice of each meeting on a physical or electronic bulletin board at a place convenient to the public in city hall.

§ 551.0501. Joint Board: Place of Posting Notice

- (a) In this section, “electronic bulletin board” means an electronic communication system that includes a perpetually illuminated screen on which the governmental body can post messages or notices viewable without manipulation by the public.
- (b) A joint board created under Section 22.074, Transportation Code, shall post notice of each meeting on a physical or electronic bulletin board at a place convenient to the public in the board’s administrative offices.

§ 551.051. School District: Place of Posting Notice

A school district shall post notice of each meeting on a bulletin board at a place convenient to the public in the central administrative office of the district.

§ 551.052. School District: Special Notice to News Media

- (a) A school district shall provide special notice of each meeting to any news media that has:
 - (1) requested special notice; and
 - (2) agreed to reimburse the district for the cost of providing the special notice.

- (b) The notice shall be by telephone, facsimile transmission, or electronic mail.

§ 551.053. District or Political Subdivision Extending Into Four or More Counties: Notice to Public, Secretary of State, and County Clerk; Place of Posting Notice

- (a) The governing body of a water district or other district or other political subdivision that extends into four or more counties shall:
 - (1) post notice of each meeting at a place convenient to the public in the administrative office of the district or political subdivision;
 - (2) provide notice of each meeting to the secretary of state; and
 - (3) either provide notice of each meeting to the county clerk of the county in which the administrative office of the district or political subdivision is located or post notice of each meeting on the district's or political subdivision's Internet website.
- (b) The secretary of state shall post the notice provided under Subsection (a)(2) on the Internet. The secretary of state shall provide during regular office hours a computer terminal at a place convenient to the public in the office of the secretary of state that members of the public may use to view the notice.
- (c) A county clerk shall post a notice provided to the clerk under Subsection (a)(3) on a bulletin board at a place convenient to the public in the county courthouse.

§ 551.054. District or Political Subdivision Extending Into Fewer Than Four Counties: Notice to Public and County Clerks; Place of Posting Notice

- (a) The governing body of a water district or other district or political subdivision that extends into fewer than four counties shall:
 - (1) post notice of each meeting at a place convenient to the public in the administrative office of the district or political subdivision; and
 - (2) either provide notice of each meeting to the county clerk of each county in which the district or political subdivision is located or post notice of each meeting on the district's or political subdivision's Internet website.
- (b) A county clerk shall post a notice provided to the clerk under Subsection (a)(2) on a bulletin board at a place convenient to the public in the county courthouse.

§ 551.055. Institution of Higher Education

In addition to providing any other notice required by this subchapter, the governing board of a single institution of higher education:

- (1) shall post notice of each meeting at the county courthouse of the county in which the meeting will be held;

- (2) shall publish notice of a meeting in a student newspaper of the institution if an issue of the newspaper is published between the time of the posting and the time of the meeting; and
- (3) may post notice of a meeting at another place convenient to the public.

§ 551.056. Additional Posting Requirements for Certain Municipalities, Counties, School Districts, Junior College Districts, Development Corporations, Authorities, and Joint Boards

- (a) This section applies only to a governmental body or economic development corporation that maintains an Internet website or for which an Internet website is maintained. This section does not apply to a governmental body described by Section 551.001(3)(D).
- (b) In addition to the other place at which notice is required to be posted by this subchapter, the following governmental bodies and economic development corporations must also concurrently post notice of a meeting on the Internet website of the governmental body or economic development corporation:
 - (1) a municipality;
 - (2) a county;
 - (3) a school district;
 - (4) the governing body of a junior college or junior college district, including a college or district that has changed its name in accordance with Chapter 130, Education Code;
 - (5) a development corporation organized under the Development Corporation Act (Subtitle C1, Title 12, Local Government Code);
 - (6) a regional mobility authority included within the meaning of an “authority” as defined by Section 370.003, Transportation Code; and
 - (7) a joint board created under Section 22.074, Transportation Code.
- (c) The following governmental bodies and economic development corporations must also concurrently post the agenda for the meeting on the Internet website of the governmental body or economic development corporation.
 - (1) a municipality with a population of 48,000 or more;
 - (2) a county with a population of 65,000 or more;
 - (3) a school district that contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more;
 - (4) the governing body of a junior college district, including a district that has changed its name in accordance with Chapter 130, Education Code, that contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more;

- (5) a development corporation organized under the Development Corporation Act (Subtitle C1, Title 12, Local Government Code) that was created by or for:
 - (A) a municipality with a population of 48,000 or more; or
 - (B) a county or district that contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more.
- (6) a regional mobility authority included within the meaning of an “authority” as defined by Section 370.003, Transportation Code.
- (d) The validity of a posted notice of a meeting or an agenda by a governmental body or economic development corporation subject to this section that made a good faith attempt to comply with the requirements of this section is not affected by a failure to comply with a requirement of this section that is due to a technical problem beyond the control of the governmental body or economic development corporation.

SUBCHAPTER D. EXCEPTIONS TO REQUIREMENT THAT MEETINGS BE OPEN

§ 551.071. Consultation with Attorney; Closed Meeting

A governmental body may not conduct a private consultation with its attorney except:

- (1) when the governmental body seeks the advice of its attorney about:
 - (A) pending or contemplated litigation; or
 - (B) a settlement offer; or
- (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

§ 551.072. Deliberation Regarding Real Property; Closed Meeting

A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

§ 551.0725. Commissioners Courts: Deliberation Regarding Contract Being Negotiated; Closed Meeting

- (a) The commissioners court of a county may conduct a closed meeting to deliberate business and financial issues relating to a contract being negotiated if, before conducting the closed meeting:

- (1) the commissioners court votes unanimously that deliberation in an open meeting would have a detrimental effect on the position of the commissioners court in negotiations with a third person; and
 - (2) the attorney advising the commissioners court issues a written determination that deliberation in an open meeting would have a detrimental effect on the position of the commissioners court in negotiations with a third person.
- (b) Notwithstanding Section 551.103(a), Government Code, the commissioners court must make a recording of the proceedings of a closed meeting to deliberate the information.

§ 551.0726. Texas Facilities Commission: Deliberation Regarding Contract Being Negotiated; Closed Meeting

- (a) The Texas Facilities Commission may conduct a closed meeting to deliberate business and financial issues relating to a contract being negotiated if, before conducting the closed meeting:
 - (1) the commission votes unanimously that deliberation in an open meeting would have a detrimental effect on the position of the state in negotiations with a third person; and
 - (2) the attorney advising the commission issues a written determination finding that deliberation in an open meeting would have a detrimental effect on the position of the state in negotiations with a third person and setting forth that finding therein.
- (b) Notwithstanding Section 551.103(a), the commission must make a recording of the proceedings of a closed meeting held under this section.

§ 551.073. Deliberation Regarding Prospective Gift; Closed Meeting

A governmental body may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the state or the governmental body if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

§ 551.074. Personnel Matters; Closed Meeting

- (a) This chapter does not require a governmental body to conduct an open meeting:
 - (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or
 - (2) to hear a complaint or charge against an officer or employee.
- (b) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

§ 551.0745. Personnel Matters Affecting County Advisory Body; Closed Meeting

- (a) This chapter does not require the commissioners court of a county to conduct an open meeting:
 - (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a member of an advisory body; or
 - (2) to hear a complaint or charge against a member of an advisory body.
- (b) Subsection (a) does not apply if the individual who is the subject of the deliberation or hearing requests a public hearing.

§ 551.075. Conference Relating to Investments and Potential Investments Attended by Board of Trustees of Texas Growth Fund; Closed Meeting

- (a) This chapter does not require the board of trustees of the Texas growth fund to confer with one or more employees of the Texas growth fund or with a third party in an open meeting if the only purpose of the conference is to:
 - (1) receive information from the employees of the Texas growth fund or the third party relating to an investment or a potential investment by the Texas growth fund in:
 - (A) a private business entity, if disclosure of the information would give advantage to a competitor; or
 - (B) a business entity whose securities are publicly traded, if the investment or potential investment is not required to be registered under the Securities and Exchange Act of 1934 (15 U.S.C. Section 78a et seq.), and its subsequent amendments, and if disclosure of the information would give advantage to a competitor; or
 - (2) question the employees of the Texas growth fund or the third party regarding an investment or potential investment described by Subdivision (1), if disclosure of the information contained in the question or answers would give advantage to a competitor.
- (b) During a conference under Subsection (a), members of the board of trustees of the Texas growth fund may not deliberate public business or agency policy that affects public business.
- (c) In this section, “Texas growth fund” means the fund created by Section 70, Article XVI, Texas Constitution.

§ 551.076. Deliberation Regarding Security Devices or Security Audits; Closed Meeting

This chapter does not require a governmental body to conduct an open meeting to deliberate:

- (1) the deployment, or specific occasions for implementation, of security personnel or devices; or

- (2) a security audit.

§ 551.077. Agency Financed by Federal Government

This chapter does not require an agency financed entirely by federal money to conduct an open meeting.

§ 551.078. Medical Board or Medical Committee

This chapter does not require a medical board or medical committee to conduct an open meeting to deliberate the medical or psychiatric records of an individual applicant for a disability benefit from a public retirement system.

§ 551.0785. Deliberations Involving Medical or Psychiatric Records of Individuals

This chapter does not require a benefits appeals committee for a public self-funded health plan or a governmental body that administers a public insurance, health, or retirement plan to conduct an open meeting to deliberate:

- (1) the medical records or psychiatric records of an individual applicant for a benefit from the plan; or
- (2) a matter that includes a consideration of information in the medical or psychiatric records of an individual applicant for a benefit from the plan.

§ 551.079. Texas Department of Insurance

- (a) The requirements of this chapter do not apply to a meeting of the commissioner of insurance or the commissioner's designee with the board of directors of a guaranty association established under Chapter 2602, Insurance Code, or Article 21.28–C or 21.28–D, Insurance Code,⁵⁵⁶ in the discharge of the commissioner's duties and responsibilities to regulate and maintain the solvency of a person regulated by the Texas Department of Insurance.
- (b) The commissioner of insurance may deliberate and determine the appropriate action to be taken concerning the solvency of a person regulated by the Texas Department of Insurance in a closed meeting with persons in one or more of the following categories:
 - (1) staff of the Texas Department of Insurance;
 - (2) a regulated person;
 - (3) representatives of a regulated person; or

⁵⁵⁶ Now, repealed.

- (4) members of the board of directors of a guaranty association established under Chapter 2602, Insurance Code, or Article 21.28–C or 21.28–D, Insurance Code.

§ 551.080. Board of Pardons and Paroles

This chapter does not require the Board of Pardons and Paroles to conduct an open meeting to interview or counsel an inmate of the Texas Department of Criminal Justice.

§ 551.081. Credit Union Commission

This chapter does not require the Credit Union Commission to conduct an open meeting to deliberate a matter made confidential by law.

§ 551.0811. The Finance Commission of Texas

This chapter does not require The Finance Commission of Texas to conduct an open meeting to deliberate a matter made confidential by law.

§ 551.082. School Children; School District Employees; Disciplinary Matter or Complaint

- (a) This chapter does not require a school board to conduct an open meeting to deliberate in a case:
 - (1) involving discipline of a public school child; or
 - (2) in which a complaint or charge is brought against an employee of the school district by another employee and the complaint or charge directly results in a need for a hearing.
- (b) Subsection (a) does not apply if an open hearing is requested in writing by a parent or guardian of the child or by the employee against whom the complaint or charge is brought.

§ 551.0821. School Board: Personally Identifiable Information about Public School Student

- (a) This chapter does not require a school board to conduct an open meeting to deliberate a matter regarding a public school student if personally identifiable information about the student will necessarily be revealed by the deliberation.
- (b) Directory information about a public school student is considered to be personally identifiable information about the student for purposes of Subsection (a) only if a parent or guardian of the student, or the student if the student has attained 18 years of age, has informed the school board, the school district, or a school in the school district that the directory information should not be released without prior consent. In this subsection, “directory information” has the meaning assigned by the federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g), as amended.

- (c) Subsection (a) does not apply if an open meeting about the matter is requested in writing by the parent or guardian of the student or by the student if the student has attained 18 years of age.

§ 551.083. Certain School Boards; Closed Meeting Regarding Consultation With Representative of Employee Group

This chapter does not require a school board operating under a consultation agreement authorized by Section 13.901, Education Code,⁵⁵⁷ to conduct an open meeting to deliberate the standards, guidelines, terms, or conditions the board will follow, or instruct its representatives to follow, in a consultation with representative of an employee group.

§ 551.084. Investigation; Exclusion of Witness From Hearing

A governmental body that is investigating a matter may exclude a witness from a hearing during the examination of another witness in the investigation.

§ 551.085. Governing Board of Certain Providers of Health Care Services

- (a) This chapter does not require the governing board of a municipal hospital, municipal hospital authority, county hospital, county hospital authority, hospital district created under general or special law, or nonprofit health maintenance organization created under Section 534.101, Health and Safety Code, to conduct an open meeting to deliberate:
 - (1) pricing or financial planning information relating to a bid or negotiation for the arrangement or provision of services or product lines to another person if disclosure of the information would give advantage to competitors of the hospital, hospital district, or nonprofit health maintenance organization; or
 - (2) information relating to a proposed new service or product line of the hospital, hospital district, or nonprofit health maintenance organization before publicly announcing the service or product line.
- (b) The governing board of a health maintenance organization created under Section 281.0515, Health and Safety Code, that is subject to this chapter is not required to conduct an open meeting to deliberate information described by Subsection (a).

§ 551.086. Certain Public Power Utilities; Competitive Matters

- (a) Notwithstanding anything in this chapter to the contrary, the rules provided by this section apply to competitive matters of a public power utility.
- (b) In this section:

⁵⁵⁷ Now, repealed.

- (1) “Public power utility” means an entity providing electric or gas utility services that is subject to the provisions of this chapter.
- (2) “Public power utility governing body” means the board of trustees or other applicable governing body, including a city council, of a public power utility.
- (c) This chapter does not require a public power utility governing body to conduct an open meeting to deliberate, vote, or take final action on any competitive matter, as that term is defined by Section 552.133. This section does not limit the right of a public power utility governing body to hold a closed session under any other exception provided for in this chapter.
- (d) For purposes of Section 551.041, the notice of the subject matter of an item that may be considered as a competitive matter under this section is required to contain no more than a general representation of the subject matter to be considered, such that the competitive activity of the public power utility with respect to the issue in question is not compromised or disclosed.
- (e) With respect to municipally owned utilities subject to this section, this section shall apply whether or not the municipally owned utility has adopted customer choice or serves in a multiply certificated service area under the Utilities Code.
- (f) Nothing in this section is intended to preclude the application of the enforcement and remedies provisions of Subchapter G.

§ 551.087. Deliberation Regarding Economic Development Negotiations; Closed Meeting

This chapter does not require a governmental body to conduct an open meeting:

- (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or
- (2) to deliberate the offer of a financial or other incentive to business prospect described by Subdivision (1).

§ 551.088. Deliberations Regarding Test Item

This chapter does not require a governmental body to conduct an open meeting to deliberate a test item or information related to a test item if the governmental body believes that the test item may be included in a test the governmental body administers to individuals who seek to obtain or renew a license or certificate that is necessary to engage in an activity.

§ 551.089. Deliberation Regarding Security Devices or Security Audits; Closed Meeting

This chapter does not require a governmental body to conduct an open meeting to deliberate:

- (1) security assessments or deployments relating to information resources technology;
- (2) network security information as described by Section 2059.055(b); or
- (3) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.

§ 551.090. Enforcement Committee Appointed by Texas State Board of Public Accountancy

This chapter does not require an enforcement committee appointed by the Texas State Board of Public Accountancy to conduct an open meeting to investigate and deliberate a disciplinary action under Subchapter K, Chapter 901, Occupations Code, relating to the enforcement of Chapter 901 or the rules of the Texas State Board of Public Accountancy.

SUBCHAPTER E. PROCEDURES RELATING TO CLOSED MEETING

§ 551.101. Requirement to First Convene in Open Meeting

If a closed meeting is allowed under this chapter, a governmental body may not conduct the closed meeting unless a quorum of the governmental body first convenes in an open meeting for which notice has been given as provided by this chapter and during which the presiding officer publicly:

- (1) announces that a closed meeting will be held; and
- (2) identifies the section or sections of this chapter under which the closed meeting is held.

§ 551.102. Requirement to Vote or Take Final Action in Open Meeting

A final action, decision, or vote on a matter deliberated in a closed meeting under this chapter may only be made in an open meeting that is held in compliance with the notice provisions of this chapter.

§ 551.103. Certified Agenda or Recording Required

- (a) A governmental body shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for a private consultation permitted under Section 551.071.
- (b) The presiding officer shall certify that an agenda kept under Subsection (a) is a true and correct record of the proceedings.
- (c) The certified agenda must include:
 - (1) a statement of the subject matter of each deliberation;
 - (2) a record of any further action taken; and
 - (3) an announcement by the presiding officer at the beginning and the end of the meeting indicating the date and time.

- (d) A recording made under Subsection (a) must include announcements by the presiding officer at the beginning and the end of the meeting indicating the date and time.

§ 551.104. Certified Agenda or Recording; Preservation; Disclosure

- (a) A governmental body shall preserve the certified agenda or recording of a closed meeting for at least two years after the date of the meeting. If an action involving the meeting is brought within that period, the governmental body shall preserve the certified agenda or recording while the action is pending.
- (b) In litigation in a district court involving an alleged violation of this chapter, the court:
 - (1) is entitled to make an in camera inspection of the certified agenda or recording;
 - (2) may admit all or part of the certified agenda or recording as evidence, on entry of a final judgment; and
 - (3) may grant legal or equitable relief it considers appropriate, including an order that the governmental body make available to the public the certified agenda or recording of any part of a meeting that was required to be open under this chapter.
- (c) The certified agenda or recording of a closed meeting is available for public inspection and copying only under a court order issued under Subsection (b)(3).

SUBCHAPTER F. MEETINGS USING TELEPHONE, VIDEOCONFERENCE, OR INTERNET

§ 551.121. Governing Board of Institution of Higher Education; Board for Lease of University Lands; Texas Higher Education Coordinating Board: Special Meeting for Immediate Action

- (a) In this section, “governing board,” “institution of higher education,” and “university system” have the meanings assigned by Section 61.003, Education Code.
- (b) This chapter does not prohibit the governing board of an institution of higher education, the Board for Lease of University Lands, or the Texas Higher Education Coordinating Board from holding an open or closed meeting by telephone conference call.
- (c) A meeting held by telephone conference call authorized by this section may be held only if:
 - (1) the meeting is a special called meeting and immediate action is required; and

Appendix A: Text of the Open Meetings Act

- (2) the convening at one location of a quorum of the governing board, the Board for Lease of University Lands, or the Texas Higher Education Coordinating Board, as applicable, is difficult or impossible.
- (d) The telephone conference call meeting is subject to the notice requirements applicable to other meetings.
- (e) The notice of a telephone conference call meeting of a governing board must specify as the location of the meeting the location where meetings of the governing board are usually held. For a meeting of the governing board of a university system, the notice must specify as the location of the meeting the board's conference room at the university system office. For a meeting of the Board for Lease of University Lands, the notice must specify as the location of the meeting a suitable conference or meeting room at The University of Texas System office. For a meeting of the Texas Higher Education Coordinating Board, the notice must specify as the location of the meeting a suitable conference or meeting room at the offices of the Texas Higher Education Coordinating Board or at an institution of higher education.
- (f) Each part of the telephone conference call meeting that is required to be open to the public must be:
 - (1) audible to the public at the location specified in the notice of the meeting as the location of the meeting;
 - (2) broadcast over the Internet in the manner prescribed by Section 551.128; and
 - (3) recorded and made available to the public in an online archive located on the Internet website of the entity holding the meeting.

§ 551.122. Governing Board of Junior College District: Quorum Present at One Location

- (a) This chapter does not prohibit the governing board of a junior college district from holding an open or closed meeting by telephone conference call.
- (b) A meeting held by telephone conference call authorized by this section may be held only if a quorum of the governing board is physically present at the location where meetings of the board are usually held.
- (c) The telephone conference call meeting is subject to the notice requirements applicable to other meetings.
- (d) Each part of the telephone conference call meeting that is required to be open to the public shall be audible to the public at the location where the quorum is present and shall be recorded. The recording shall be made available to the public.

- (e) The location of the meeting shall provide two-way communication during the entire telephone conference call meeting, and the identification of each party to the telephone conference shall be clearly stated before the party speaks.
- (f) The authority provided by this section is in addition to the authority provided by Section 551.121.
- (g) A member of a governing board of a junior college district who participates in a board meeting by telephone conference call but is not physically present at the location of the meeting is considered to be absent from the meeting for purposes of Section 130.0845, Education Code.

§ 551.123. Texas Board of Criminal Justice

- (a) The Texas Board of Criminal Justice may hold an open or closed emergency meeting by telephone conference call.
- (b) The portion of the telephone conference call meeting that is open shall be recorded. The recording shall be made available to be heard by the public at one or more places designated by the board.

§ 551.124. Board of Pardons and Paroles

At the call of the presiding officer of the Board of Pardons and Paroles, the board may hold a hearing on clemency matters by telephone conference call.

§ 551.125. Other Governmental Body

- (a) Except as otherwise provided by this subchapter, this chapter does not prohibit a governmental body from holding an open or closed meeting by telephone conference call.
- (b) A meeting held by telephone conference call may be held only if:
 - (1) an emergency or public necessity exists within the meaning of Section 551.045 of this chapter; and
 - (2) the convening at one location of a quorum of the governmental body is difficult or impossible; or
 - (3) the meeting is held by an advisory board.
- (c) The telephone conference call meeting is subject to the notice requirements applicable to other meetings.
- (d) The notice of the telephone conference call meeting must specify as the location of the meeting the location where meetings of the governmental body are usually held.
- (e) Each part of the telephone conference call meeting that is required to be open to the public shall be audible to the public at the location specified in the notice

of the meeting as the location of the meeting and shall be recorded. The recording shall be made available to the public.

- (f) The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call meeting and the identification of each party to the telephone conference call shall be clearly stated prior to speaking.

§ 551.126. Higher Education Coordinating Board

- (a) In this section, “board” means the Texas Higher Education Coordinating Board.
- (b) The board may hold an open meeting by telephone conference call or video conference call in order to consider a higher education impact statement if the preparation of a higher education impact statement by the board is to be provided under the rules of either the house of representatives or the senate.
- (c) A meeting held by telephone conference call must comply with the procedures described in Section 551.125.
- (d) A meeting held by video conference call is subject to the notice requirements applicable to other meetings. In addition, a meeting held by video conference call shall:
 - (1) be visible and audible to the public at the location specified in the notice of the meeting as the location of the meeting;
 - (2) be recorded by audio and video; and
 - (3) have two-way audio and video communications with each participant in the meeting during the entire meeting.

§ 551.127. Videoconference Call

- (a) Except as otherwise provided by this section, this chapter does not prohibit a governmental body from holding an open or closed meeting by videoconference call.
- (a-1) A member or employee of a governmental body may participate remotely in a meeting of the governmental body by means of a videoconference call if the video and audio feed of the member’s or employee’s participation, as applicable, is broadcast live at the meeting and complies with the provisions of this section.
- (a-2) A member of a governmental body who participates in a meeting as provided by Subsection (a-1) shall be counted as present at the meeting for all purposes.
- (a-3) A member of a governmental body who participates in a meeting by videoconference call shall be considered absent from any portion of the meeting during which audio or video communication with the member is lost or disconnected. The governmental body may continue the meeting only if a

Appendix A: Text of the Open Meetings Act

- quorum of the body remains present at the meeting location or, if applicable, continues to participate in a meeting conducted under Subsection (c).
- (b) A meeting may be held by videoconference call only if a quorum of the governmental body is physically present at one location of the meeting, except as provided by Subsection (c).
 - (c) A meeting of a state governmental body or a governmental body that extends into three or more counties may be held by videoconference call only if the member of the governmental body presiding over the meeting is physically present at one location of the meeting that is open to the public during the open portions of the meeting.
 - (d) A meeting held by videoconference call is subject to the notice requirements applicable to other meetings in addition to the notice requirements prescribed by this section.
 - (e) The notice of a meeting to be held by videoconference call must specify as a location of the meeting the location where a quorum of the governmental body will be physically present and specify the intent to have a quorum present at that location, except that the notice of a meeting to be held by videoconference call under Subsection (c) must specify as a location of the meeting the location where the member of the governmental body presiding over the meeting will be physically present and specify the intent to have the member of the governmental body presiding over the meeting present at that location. The location where the member of the governmental body presiding over the meeting is physically present shall be open to the public during the open portions of the meeting.
 - (f) Each portion of a meeting held by videoconference call that is required to be open to the public shall be visible and audible to the public at the location specified under Subsection (e). If a problem occurs that causes a meeting to no longer be visible and audible to the public at that location, the meeting must be recessed until the problem is resolved. If the problem is not resolved in six hours or less, the meeting must be adjourned.
 - (g) The governmental body shall make at least an audio recording of the meeting. The recording shall be made available to the public.
 - (h) The location specified under Subsection (e), and each remote location from which a member of the governmental body participates, shall have two-way audio and video communication with each other location during the entire meeting. The face of each participant in the videoconference call, while that participant is speaking, shall be clearly visible, and the voice audible, to each other participant and, during the open portion of the meeting, to the members of the public in attendance at a location of the meeting that is open to the public.
 - (i) The Department of Information Resources by rule shall specify minimum standards for audio and video signals at a meeting held by videoconference call.

The quality of the audio and video signals perceptible at each location of the meeting must meet or exceed those standards.

- (j) The audio and video signals perceptible by members of the public at each location of the meeting described by Subsection (h) must be of sufficient quality so that members of the public at each location can observe the demeanor and hear the voice of each participant in the open portion of the meeting.
- (k) Without regard to whether a member of the governmental body is participating in a meeting from a remote location by videoconference call, a governmental body may allow a member of the public to testify at a meeting from a remote location by videoconference call.

§ 551.128. Internet Broadcast of Open Meeting

- (a) In this section, “Internet” means the largest nonproprietary cooperative public computer network, popularly known as the Internet.
- (b) Except as provided by Subsection (b-1) and subject to the requirements of this section, a governmental body may broadcast an open meeting over the Internet.
- (b-1) A transit authority or department subject to Chapter 451, 452, 453, or 460, Transportation Code, an elected school district board of trustees for a school district that has a student enrollment of 10,000 or more, an elected governing body of a home-rule municipality that has a population of 50,000 or more, or a county commissioners court for a county that has a population of 125,000 or more shall:
 - (1) make a video and audio recording of reasonable quality of each:
 - (A) regularly scheduled open meeting that is not a work session or a special called meeting; and
 - (B) open meeting that is a work session or special called meeting if:
 - (i) the governmental body is an elected school district board of trustees for a school district that has a student enrollment of 10,000 or more; and
 - (ii) at the work session or special called meeting, the board of trustees votes on any matter or allows public comment or testimony; and
 - (2) make available an archived copy of the video and audio recording of each meeting described by Subsection (1) on the Internet.
- (b-2) A governmental body described by Subsection (b-1) may make available the archived recording of a meeting required by Subsection (b-1) on an existing Internet site, including a publicly accessible video-sharing or social networking site. The governmental body is not required to establish a separate Internet site and provide access to archived recordings of meetings from that site.

- (b-3) A governmental body described by Subsection (b-1) that maintains an Internet site shall make available on that site, in a conspicuous manner:
 - (1) the archived recording of each meeting to which Subsection (b-1) applies; or
 - (2) an accessible link to the archived recording of each such meeting.
- (b-4) A governmental body described by Subsection (b-1) shall:
 - (1) make the archived recording of each meeting to which Subsection (b-1) applies available on the Internet not later than seven days after the date the recording was made; and
 - (2) maintain the archived recording on the Internet for not less than two years after the date the recording was first made available.
- (b-5) A governmental body described by Subsection (b-1) is exempt from the requirements of Subsections (b-2) and (b-4) if the governmental body's failure to make the required recording of a meeting available is the result of a catastrophe, as defined by Section 551.0411, or a technical breakdown. Following a catastrophe or breakdown, a governmental body must make all reasonable efforts to make the required recording available in a timely manner.
- (b-6) A governmental body described by Subsection (b-1) may broadcast a regularly scheduled open meeting of the body on television.
- (c) Except as provided by Subsection (b-2), a governmental body that broadcasts a meeting over the Internet shall establish an Internet site and provide access to the broadcast from that site. The governmental body shall provide on the Internet site the same notice of the meeting that the governmental body is required to post under Subchapter C. The notice on the Internet must be posted within the time required for posting notice under Subchapter C.

§ 551.1281. Governing Board of General Academic Teaching Institution or University System: Internet Posting of Meeting Materials and Broadcast of Open Meeting

- (a) In this section, “general academic teaching institution” and “university system” have the meanings assigned by Section 61.003, Education Code.
- (b) The governing board of a general academic teaching institution or of a university system that includes one or more component general academic teaching institutions, for any regularly scheduled meeting of the governing board for which notice is required under this chapter, shall:
 - (1) post as early as practicable in advance of the meeting on the Internet website of the institution or university system, as applicable, any written agenda and related supplemental written materials provided to the governing board members in advance of the meeting by the institution or system for the members' use during the meeting;

- (2) broadcast the meeting, other than any portions of the meeting closed to the public as authorized by law, over the Internet in the manner prescribed by Section 551.128; and
 - (3) record the broadcast and make the recording publicly available in an online archive located on the institution's or university system's Internet website.
- (c) Subsection (b)(1) does not apply to written materials that the general counsel or other appropriate attorney for the institution or university system certifies are confidential or may be withheld from public disclosure under Chapter 552.
- (d) The governing board of a general academic teaching institution or of a university system is not required to comply with the requirements of this section if that compliance is not possible because of an act of God, force majeure, or a similar cause not reasonably within the governing board's control.

§ 551.1282. Governing Board of Junior College District: Internet Posting of Meeting Materials and Broadcast of Open Meeting

- (a) This section applies only to the governing board of a junior college district with a total student enrollment of more than 20,000 in any semester of the preceding academic year.
- (b) A governing board to which this section applies, for any regularly scheduled meeting of the governing board for which notice is required under this chapter, shall:
 - (1) post as early as practicable in advance of the meeting on the Internet website of the district any written agenda and related supplemental written materials provided by the district to the board members for the members' use during the meeting;
 - (2) broadcast the meeting, other than any portions of the meeting closed to the public as authorized by law, over the Internet in the manner prescribed by Section 551.128; and
 - (3) record the broadcast and make that recording publicly available in an online archive located on the district's Internet website.
- (c) Subsection (b)(1) does not apply to written materials that the general counsel or other appropriate attorney for the district certifies are confidential or may be withheld from public disclosure under Chapter 552.
- (d) The governing board of a junior college district is not required to comply with the requirements of this section if that compliance is not possible because of an act of God, force majeure, or a similar cause not reasonably within the governing board's control.

§ 551.1283. Governing Body of Certain Water Districts: Internet Posting of Meeting Materials; Recording of Certain Hearings

- (a) This section only applies to a special purpose district subject to Chapter 51, 53, 54, or 55, Water Code, that has a population of 500 or more.
- (b) On written request of a district resident made to the district not later than the third day before a public hearing to consider the adoption of an ad valorem tax rate, the district shall make an audio recording of reasonable quality of the hearing and provide the recording to the resident in an electronic format not later than the fifth business day after the date of the hearing. The district shall maintain a copy of the recording for at least one year after the date of the hearing.
- (c) A district shall post the minutes of the meeting of the governing body to the district's Internet website if the district maintains an Internet website.

§ 551.129. Consultations Between Governmental Body and Its Attorney

- (a) A governmental body may use a telephone conference call, video conference call, or communications over the Internet to conduct a public consultation with its attorney in an open meeting of the governmental body or a private consultation with its attorney in a closed meeting of the governmental body.
- (b) Each part of the public consultation by a governmental body with its attorney in an open meeting of the governmental body under Subsection (a) must be audible to the public at the location specified in the notice of the meeting as the location of the meeting.
- (c) Subsection (a) does not:
 - (1) authorize the members of a governmental body to conduct a meeting of the governmental body by telephone conference call, video conference call, or communications over the Internet; or
 - (2) create an exception to the application of this subchapter.
- (d) Subsection (a) does not apply to a consultation with an attorney who is an employee of the governmental body.
- (e) For purposes of Subsection (d), an attorney who receives compensation for legal services performed, from which employment taxes are deducted by the governmental body, is an employee of the governmental body.
- (f) Subsection (d) does not apply to:
 - (1) the governing board of an institution of higher education as defined by Section 61.003, Education Code; or
 - (2) the Texas Higher Education Coordinating Board.

§ 551.130. Board of Trustees of Teacher Retirement System of Texas: Quorum Present at One Location

- (a) In this section, “board” means the board of trustees of the Teacher Retirement System of Texas.
- (b) This chapter does not prohibit the board or a board committee from holding an open or closed meeting by telephone conference call.
- (c) The board or a board committee may hold a meeting by telephone conference call only if a quorum of the applicable board or board committee is physically present at one location of the meeting,
- (d) A telephone conference call meeting is subject to the notice requirements applicable to other meetings. The notice must also specify:
 - (1) the location of the meeting where a quorum of the board or board committee, as applicable, will be physically present; and
 - (2) the intent to have a quorum present at that location.
- (e) The location where a quorum is physically present must be open to the public during the open portions of a telephone conference call meeting. The open portions of the meeting must be audible to the public at the location where the quorum is present and be recorded at that location. The recording shall be made available to the public.
- (f) The location of the meeting shall provide two-way communication during the entire telephone conference call meeting, and the identification of each party to the telephone conference call must be clearly stated before the party speaks.
- (g) The authority provided by this section is in addition to the authority provided by Section 551.125.
- (h) A member of the board who participates in a board or board committee meeting by telephone conference call but is not physically present at the location of the meeting is not considered to be absent from the meeting for any purpose. The vote of a member of the board who participates in a board or board committee meeting by telephone conference call is counted for the purpose of determining the number of votes cast on a motion or other proposition before the board or board committee.
- (i) A member of the board may participate remotely by telephone conference call instead of by being physically present at the location of a board meeting for not more than one board meeting per calendar year. A board member who participates remotely in any portion of a board meeting by telephone conference call is considered to have participated in the entire board meeting by telephone conference call. For purposes of the limit provided by this subsection, remote participation by telephone conference call in a meeting of a board committee does not count as remote participation by telephone conference call in a meeting of the board, even if:

- (1) a quorum of the full board attends the board committee meeting; or
 - (2) notice of the board committee meeting is also posted as notice of a board meeting.
- (j) A person who is not a member of the board may speak at the meeting from a remote location by telephone conference call.

§ 551.131. Water Districts

- (a) In this section, “water district” means a river authority, groundwater conservation district, water control and improvement district, or other district created under Section 52, Article III, or Section 59, Article XVI, Texas Constitution.
- (b) This section applies only to a water district whose territory includes land in three or more counties.
- (c) A meeting held by telephone conference call or video conference call authorized by this section may be held only if:
 - (1) the meeting is a special called meeting and immediate action is required; and
 - (2) the convening at one location of a quorum of the governing body of the applicable water district is difficult or impossible.
- (d) A meeting held by telephone conference call must otherwise comply with the procedures under Sections 551.125(c), (d), (e), and (f).
- (e) A meeting held by video conference call is subject to the notice requirements applicable to other meetings. In addition, a meeting held by video conference call shall:
 - (1) be visible and audible to the public at the location specified in the notice of the meeting as the location of the meeting;
 - (2) be recorded by audio and video; and
 - (3) have two-way audio and video communications with each participant in the meeting during the entire meeting.

SUBCHAPTER G. ENFORCEMENT AND REMEDIES; CRIMINAL VIOLATIONS

§ 551.141. Action Voidable

An action taken by a governmental body in violation of this chapter is voidable.

§ 551.142. Mandamus; Injunction

- (a) An interested person, including a member of the news media, may bring an action by mandamus or injunction to stop, prevent, or reverse a violation or threatened violation of this chapter by members of a governmental body.

- (b) The court may assess costs of litigation and reasonable attorney fees incurred by a plaintiff or defendant who substantially prevails in an action under Subsection (a). In exercising its discretion, the court shall consider whether the action was brought in good faith and whether the conduct of the governmental body had a reasonable basis in law.
- (c) The attorney general may bring an action by mandamus or injunction to stop, prevent, or reverse a violation or threatened violation of Section 551.045(a-1) by members of a governmental body.
- (d) A suit filed by the attorney general under Subsection (c) must be filed in a district court of Travis County.

§ 551.143. Prohibited Series of Communications; Offense; Penalty

- (a) A member of a governmental body commits an offense if the member:
 - (1) knowingly engages in at least one communication among a series of communications that each occur outside of a meeting authorized by this chapter and that concern an issue within the jurisdiction of the governmental body in which the members engaging in the individual communications constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of the members; and
 - (2) knew at the time the member engaged in the communication that the series of communications:
 - (A) involved or would involve a quorum; and
 - (B) would constitute a deliberation once a quorum of members engaged in the series of communications.
- (b) An offense under Subsection (a) is a misdemeanor punishable by:
 - (1) a fine of not less than \$100 or more than \$500;
 - (2) confinement in the county jail for not less than one month or more than six months; or
 - (3) both the fine and confinement.

§ 551.144. Closed Meeting; Offense; Penalty

- (a) A member of a governmental body commits an offense if a closed meeting is not permitted under this chapter and the member knowingly:
 - (1) calls or aids in calling or organizing the closed meeting, whether it is a special or called closed meeting;
 - (2) closes or aids in closing the meeting to the public, if it is a regular meeting; or

- (3) participates in the closed meeting, whether it is a regular, special, or called meeting.
- (b) An offense under Subsection (a) is a misdemeanor punishable by:
 - (1) a fine of not less than \$100 or more than \$500;
 - (2) confinement in the county jail for not less than one month or more than six months; or
 - (3) both the fine and confinement.
- (c) It is an affirmative defense to prosecution under Subsection (a) that the member of the governmental body acted in reasonable reliance on a court order or a written interpretation of this chapter contained in an opinion of a court of record, the attorney general, or the attorney for the governmental body.

§ 551.145. Closed Meeting Without Certified Agenda or Recording; Offense; Penalty

- (a) A member of a governmental body commits an offense if the member participates in a closed meeting of the governmental body knowing that a certified agenda of the closed meeting is not being kept or that a recording of the closed meeting is not being made.
- (b) An offense under Subsection (a) is a Class C misdemeanor.

§ 551.146. Disclosure of Certified Agenda or Recording of Closed Meeting; Offense; Penalty; Civil Liability

- (a) An individual, corporation, or partnership that without lawful authority knowingly discloses to a member of the public the certified agenda or recording of a meeting that was lawfully closed to the public under this chapter:
 - (1) commits an offense; and
 - (2) is liable to a person injured or damaged by the disclosure for:
 - (A) actual damages, including damages for personal injury or damage, lost wages, defamation, or mental or other emotional distress;
 - (B) reasonable attorney fees and court costs; and
 - (C) at the discretion of the trier of fact, exemplary damages.
- (b) An offense under Subsection (a)(1) is a Class B misdemeanor.
- (c) It is a defense to prosecution under Subsection (a)(1) and an affirmative defense to a civil action under Subsection (a)(2) that:
 - (1) the defendant had good reason to believe the disclosure was lawful; or
 - (2) the disclosure was the result of a mistake of fact concerning the nature or content of the certified agenda or recording.

Appendix B: Table of Authorities

Cases

<i>Acker v. Tex. Water Comm’n</i> , 790 S.W.2d 299 (Tex. 1990)	22, 32, 80
<i>Argyle Indep. Sch. Dist. v. Wolf</i> , 234 S.W.3d 229 (Tex. App.—Fort Worth 2007, no pet.)	41
<i>Asgeirsson v. Abbott</i> , 773 F. Supp. 2d 684 (W.D. Tex. 2011), <i>aff’d</i> , 696 F. 3d 454 (5th Cir. 2012), <i>cert. denied</i> , 568 U.S. 1249 (2013)	77
<i>Austin Transp. Study Policy Advisory Comm. v. Sierra Club</i> , 843 S.W.2d 683 (Tex. App.—Austin 1992, writ denied)	72
<i>Axtell v. Univ. of Tex.</i> , 69 S.W.3d 261 (Tex. App.—Austin 2002, no pet.)	61
<i>Bd. of Trs. v. Cox Enters., Inc.</i> , 679 S.W.2d 86 (Tex. App.—Texarkana 1984), <i>aff’d in part, rev’d in part on other grounds</i> , 706 S.W.2d 956 (Tex. 1986)	50, 51, 57, 72
<i>Beasley v. Molett</i> , 95 S.W.3d 590 (Tex. App.—Beaumont 2002, pet. denied)	15, 19
<i>Bexar Medina Atascosa Landowners’ Ass’n</i> , 2 S.W.3d 459 (Tex. App.—San Antonio 1999, pet. denied)	22, 82
<i>Blankenship v. Brazos Higher Educ. Auth., Inc.</i> , 975 S.W.2d 353 (Tex. App.—Waco 1998, pet. denied)	16
<i>Boston v. Garrison</i> , 256 S.W.2d 67 (Tex. 1953)	71
<i>Bowen v. Calallen Indep. Sch. Dist.</i> , 603 S.W.2d 229 (Tex. App.—Corpus Christi 1980, writ ref’d n.r.e.)	57
<i>Burks v. Yarbrough</i> , 157 S.W.3d 876 (Tex. App.—Houston [14th Dist.] 2005, no pet.)	33, 72
<i>Cameron Cty. Good Gov’t League v. Ramon</i> , 619 S.W.2d 224 (Tex. App.—Beaumont 1981, writ ref’d n.r.e.)	72
<i>Cent. Power & Light Co v. City of San Juan</i> , 962 S.W.2d 602 (Tex. App.—Corpus Christi 1998, writ dismiss’d w.o.j.)	49
<i>Charlestown Homeowners Ass’n, Inc. v. LaCoke</i> , 507 S.W.2d 876 (Tex. App.—Dallas 1974, writ ref’d n.r.e.)	47
<i>Charlie Thomas Ford, Inc., v. A.C. Collins Ford, Inc.</i> , 912 S.W.2d 271 (Tex. App.—Austin 1995, writ dismiss’d)	32
<i>City of Austin v. Evans</i> , 794 S.W.2d 78 (Tex. App.—Austin 1990, no writ)	16
<i>City of Bells v. Greater Texoma Util. Auth.</i> , 744 S.W.2d 636 (Tex. App.—Dallas 1987, no writ)	74
<i>City of Dallas v. Parker</i> , 737 S.W.2d 845 (Tex. App.—Dallas 1987, no writ)	50, 57

Appendix B: Table of Authorities

<i>City of Donna v. Ramirez</i> , 548 S.W.3d 26 (Tex. App.—Corpus Christi 2017, pet. denied)	8, 9, 34, 72
<i>City of Elsa v. Gonzalez</i> , 325 S.W.3d 622 (Tex. 2010)	81
<i>City of Farmers Branch v. Ramos</i> , 235 S.W.3d 462 (Tex. App.—Dallas 2007, no pet.)	54
<i>City of Fort Worth v. Groves</i> , 746 S.W.2d 907 (Tex. App.—Fort Worth 1988, no writ)	72, 73
<i>City of Garland v. Dallas Morning News</i> , 22 S.W.3d 351 (Tex. 2000)	82
<i>City of Laredo v. Escamilla</i> , 219 S.W.3d 14 (Tex. App.—San Antonio 2006, pet. denied)	1, 54
<i>City of New Braunfels v. Carowest Land, Ltd.</i> , 549 S.W.3d 163 (Tex. App.—Austin 2017, pet. filed)	10, 72
<i>City of Port Isabel v. Pinnell</i> , 161 S.W.3d 233 (Tex. App.—Corpus Christi 2005, no pet.)	72
<i>City of San Angelo v. Tex. Nat. Res. Conservation Comm’n</i> , 92 S.W.3d 624 (Tex. App.—Austin 2002, no pet.)	32
<i>City of San Antonio v. Aguilar</i> , 670 S.W.2d 681 (Tex. App.—San Antonio 1984, writ dism’d)	49
<i>City of San Antonio v. Fourth Court of Appeals</i> , 820 S.W.2d 762 (Tex. 1991)	3, 31, 32, 33, 37
<i>City of San Antonio v. River City Cabaret, Ltd.</i> , 32 S.W.3d 291 (Tex. App.—San Antonio 2000, pet. denied)	74
<i>City of San Benito v. Rio Grande Valley Gas Co.</i> , 109 S.W.3d 750 (Tex. 2003)	49
<i>City of Stephenville v. Tex. Parks & Wildlife Dep’t</i> , 940 S.W.2d 667 (Tex. App.—Austin 1996, writ denied)	50
<i>Collin Cty., Tex. v. Homeowners Ass’n for Values Essential to Neighborhoods</i> , 716 F. Supp. 953 (N.D. Tex. 1989)	74
<i>Comm’rs Ct. of Limestone Cty. v. Garrett</i> , 236 S.W. 970 (Tex. [Comm’n Op.] 1922)	2
<i>Common Cause v. Metro. Transit Auth.</i> , 666 S.W.2d 610 (Tex. App.—Houston [1st Dist.] 1984, writ ref’d n.r.e.)	44
<i>Cooksey v. State</i> , 377 S.W.3d 901 (Tex. App.—Eastland 2012, no pet.)	76
<i>Corpus Christi Classroom Teachers Ass’n v. Corpus Christi Indep. Sch. Dist.</i> , 535 S.W.2d 429 (Tex. Civ. App.—Corpus Christi 1976, no writ)	57
<i>Cox Enters., Inc. v. Bd. of Trs.</i> , 706 S.W.2d 956 (Tex. 1986)	1, 31, 33, 46, 52
<i>Dallas Cty. Flood Control Dist. No. 1 v. Cross</i> , 815 S.W.2d 271 (Tex. App.—Dallas 1991, writ denied)	56, 74
<i>Dees v. Austin Travis Cty. Mental Health & Mental Retardation</i> , 860 F. Supp. 1186 (W.D. Tex. 1994)	81

Appendix B: Table of Authorities

<i>Elizondo v. Williams</i> , 643 S.W.2d 765 (Tex. App.—San Antonio 1982, no writ)	26
<i>Equal Emp’t Opportunity Comm’n v. City of Orange, Tex.</i> , 905 F. Supp. 381 (E.D. Tex. 1995).....	69
<i>Esperanza Peace & Justice Ctr. v. City of San Antonio</i> , 316 F. Supp. 2d. 433 (W.D. Tex. 2001).....	25
<i>Faulder v. Tex. Bd. of Pardons & Paroles</i> , 990 S.W.2d 944 (Tex. App.—Austin 1999, pet ref’d).....	1
<i>Ferris v. Tex. Bd. of Chiropractic Exam’rs</i> , 808 S.W.2d 514 (Tex. App.—Austin 1991, writ denied)	73, 74, 75
<i>Fielding v. Anderson</i> , 911 S.W.2d 858 (Tex. App.—Eastland 1995, writ denied)	1
<i>Finlan v. City of Dallas</i> , 888 F. Supp. 779 (N.D. Tex. 1995).....	18, 54, 55, 65
<i>Fiske v. City of Dallas</i> , 220 S.W.3d 547 (Tex. App.—Texarkana 2007, no pet.)	17
<i>Foreman v. Whitty</i> , 392 S.W.3d 265 (Tex. App.—San Antonio 2012, no pet.).....	25
<i>Friends of Canyon Lake, Inc. v. Guadalupe-Blanco River Auth.</i> , 96 S.W.3d 519 (Tex. App.—Austin 2002, pet. denied)	33
<i>Garcia v. City of Kingsville</i> , 641 S.W.2d 339 (Tex. App.—Corpus Christi 1982, no writ).....	44
<i>Gardner v. Herring</i> , 21 S.W.3d 767 (Tex. App.—Amarillo 2000, no pet.)	22, 53, 57
<i>Gulf Reg’l Educ. Television Affiliates v. Univ. of Houston</i> , 746 S.W.2d 803 (Tex. App.—Houston [14th Dist.] 1988, writ denied)	15, 23, 50
<i>Harris Cty. Emergency Serv. Dist. No. 1 v. Harris Cty. Emergency Corps</i> , 999 S.W.2d 163 (Tex. App.—Houston [14th Dist.] 1999, no pet.)	26
<i>Hays Cty. v. Hays Cty. Water Planning P’ship</i> , 106 S.W.3d 349 (Tex. App.—Austin 2003, no pet.).....	18
<i>Hays Cty. v. Hays Cty. Water Planning P’ship</i> , 69 S.W.3d 253 (Tex. App.—Austin 2002, no pet.).....	71
<i>Hays Cty. Water Planning P’ship v. Hays Cty.</i> , 41 S.W.3d 174 (Tex. App.—Austin 2001, pet. denied)	34, 72
<i>Hispanic Educ. Comm. v. Houston Indep. Sch. Dist.</i> , 886 F. Supp. 606 (S.D. Tex. 1994), <i>aff’d</i> , 68 F.3d 467 (5th Cir. 1995)	57
<i>Hitt v. Mabry</i> , 687 S.W.2d 791 (Tex. App.—San Antonio 1985, no writ).....	25, 26
<i>In re City of Galveston</i> , No. 14-14-01005-CV, 2015 WL 971314 (Tex. App.—Houston [14th Dist.] March 3, 2015, orig. proceeding) (mem. op).....	53
<i>In re Smith Cty.</i> , 521 S.W.3d 447 (Tex. App.—Tyler 2017, no pet.).....	69

Appendix B: Table of Authorities

<i>In re The Tex. Senate</i> , 36 S.W.3d 119 (Tex. 2000).....	20, 21
<i>James v. Hitchcock Indep. Sch. Dist.</i> , 742 S.W.2d 701 (Tex. App.—Houston [1st Dist.] 1987, writ denied)	57
<i>Killam Ranch Props., Ltd. v. Webb Cty.</i> , 376 S.W.3d 146 (Tex. App.—San Antonio 2012, pet. denied)	54
<i>Lone Star Greyhound Park, Inc. v. Tex. Racing Comm’n</i> , 863 S.W.2d 742 (Tex. App.—Austin 1993, writ denied).....	33, 52, 53
<i>Lower Colo. River Auth. v. City of San Marcos</i> , 523 S.W.2d 641 (Tex. 1975).....	33, 74
<i>Lugo v. Donna Indep. Sch. Dist. Bd. of Trs.</i> , 557 S.W.3d 93 (Tex. App.—Corpus Christi 2017, no pet.).....	9, 10, 33
<i>Markowski v. City of Marlin</i> , 940 S.W.2d 720 (Tex. App.—Waco 1997, writ denied).....	44
<i>Martin v. Victoria Indep. Sch. Dist.</i> , 972 S.W.2d 815 (Tex. App.—Corpus Christi 1998, pet. denied)	71
<i>Martinez v. State</i> , 879 S.W.2d 54 (Tex. Crim. App. 1994)	46, 52, 77
<i>Matagorda Cty. Hosp. Dist. v. City of Palacios</i> , 47 S.W.3d 96, (Tex. App.—Corpus Christi 2001, no pet.).....	72
<i>Mayes v. City of De Leon</i> , 922 S.W.2d 200, 203 (Tex. App.—Eastland 1996, writ denied)	33
<i>McGruder v. State</i> , 483 S.W.3d. 880, 883 (Tex. Crim. App. 2016).....	8
<i>Nash v. Civil Serv. Comm’n</i> , 864 S.W.2d 163 (Tex. App.—Tyler 1993, no writ).	50
<i>Olympic Waste Servs. v. City of Grand-Saline</i> , 204 S.W.3d 496 (Tex. App.—Tyler 2006, no pet.).....	54
<i>Piazza v. City of Granger</i> , 909 S.W.2d 529 (Tex. App.—Austin 1995, no writ).....	44
<i>Point Isabel Indep. Sch. Dist. v. Hinojosa</i> , 797 S.W.2d 176 (Tex. App.—Corpus Christi 1990, writ denied)	31, 33, 74
<i>Porth v. Morgan</i> , 622 S.W.2d 470 (Tex. App.—Tyler 1981, writ ref’d n.r.e.).....	31, 75
<i>Rettberg v. Tex. Dep’t of Health</i> , 873 S.W.2d 408, (Tex. App.—Austin 1994, no writ)	31, 32
<i>Riley v. Comm’rs Court</i> , 413 S.W.3d 774 (Tex. App.—Austin 2013, pet. denied)	71
<i>River Rd. Neighborhood Ass’n v. S. Tex. Sports</i> , 720 S.W.2d 551 (Tex. App.—San Antonio 1986, writ dism’d)	34, 43, 44
<i>Rivera v. City of Laredo</i> , 948 S.W.2d 787 (Tex. App.—San Antonio 1977, writ denied).....	44, 71, 72
<i>Rubalcaba v. Raymondville Indep. Sch. Dist.</i> , No. 13-14-00224-CV, 2016 WL 1274486 (Tex. App.—Corpus Christi, Mar. 31, 2016, no pet.) (mem. op.)	48

Appendix B: Table of Authorities

<i>Save Our Springs All., Inc. v. Austin Indep. Sch. Dist.</i> , 973 S.W.2d 378 (Tex. App.—Austin 1998, no pet.).....	55
<i>Save Our Springs All., Inc. v. City of Dripping Springs</i> , 304 S.W.3d 871 (Tex. App.—Austin 2010, pet. denied)	33
<i>Save Our Springs All., Inc. v. Lowry</i> , 934 S.W.2d 161 (Tex. App.—Austin 1996, orig. proceeding [leave denied])	72
<i>Schmitz v. Denton Cty. Cowboy Church</i> , 550 S.W.3d 342 (Tex. App.—Fort Worth 2018, pet. denied)	10, 72
<i>Shackelford v. City of Abilene</i> , 585 S.W.2d 665 (Tex. 1979).....	3, 79
<i>Sierra Club v. Austin Transp. Study Policy Advisory Comm.</i> , 746 S.W.2d 298 (Tex. App.—Austin 1988, writ denied).....	17, 18, 40
<i>Smith Cty. v. Thornton</i> , 726 S.W.2d 2 (Tex. 1986)	40
<i>Spiller v. Tex. Dep’t of Ins.</i> , 949 S.W.2d 548 (Tex. App.—Austin 1997, writ denied).....	49
<i>Standley v. Sansom</i> , 367 S.W.3d 343 (Tex. App.—San Antonio 2012, pet. denied)	52
<i>State v. Davenport</i> , No. 09-17-00125-CR, 2018 WL 753357 (Tex. App.—Beaumont, Feb. 7, 2018) (mem. op. not designated for publication), <i>rev’d</i> , No. PD-0265-18, 2019 WL 2518029 (Tex. Crim. App. June 19, 2019) (not designated for publication)	8
<i>State v. Doyal</i> , 541 S.W.3d 395 (Tex. App.—Beaumont 2018), <i>rev’d</i> , No. PD-0254-18, 2019 WL 944022 (Tex. Crim. App. Feb. 27, 2019).....	8
<i>State v. Doyal</i> , No. PD-0254-18, 2019 WL 944022 (Tex. Crim. App. Feb. 27, 2019)	8
<i>State v. Riley</i> , No. 09-17-00124-CR, 2018 WL 757037 (Tex. App.—Beaumont, Feb. 7, 2018) (mem. op. not designated for publication), <i>rev’d</i> , No. PD-0255-18, 2019 WL 2519929 (Tex. Crim. App. June 19, 2019) (not designated for publication)	8
<i>State v. Williams</i> , 780 S.W.2d 891 (Tex. App.—San Antonio 1989, no writ)	71
<i>Stockdale v. Meno</i> , 867 S.W.2d 123 (Tex. App.—Austin 1993, writ denied).....	32, 33
<i>Swate v. Medina Cmty. Hosp.</i> , 966 S.W.2d 693 (Tex. App.—San Antonio 1998, pet. denied)	49, 57
<i>Tarrant Reg’l Water Dist. v. Bennett</i> , 453 S.W.3d 51, 58 (Tex. App.—Fort Worth 2014, pet. denied)	19
<i>Terrell v. Pampa Indep. Sch. Dist.</i> , 345 S.W.3d 641 (Tex. App.—Amarillo 2011, pet. denied)	41
<i>Terrell v. Pampa Indep. Sch. Dist.</i> , 572 S.W.3d 294 (Tex. App.—Amarillo 2019, pet. denied)	37
<i>Tex. State Bd. of Dental Exam’rs v. Silagi</i> , 766 S.W.2d 280 (Tex. App.—El Paso 1989, writ denied)	2

Appendix B: Table of Authorities

<i>Tex. State Bd. of Pub. Accountancy v. Bass</i> , 366 S.W.3d 751 (Tex. App.—Austin 2012, no pet.).....	48, 49, 53
<i>Tex. Tpk. Auth. v. City of Fort Worth</i> , 554 S.W.2d 675 (Tex. 1977).....	32
<i>Thompson v. City of Austin</i> , 979 S.W.2d 676 (Tex. App.—Austin 1998, no pet.).....	57
<i>Tovar v. State</i> , 978 S.W.2d 584 (Tex. Crim. App. 1998)	78
<i>Town of Shady Shores v. Swanson</i> , 544 S.W.3d 426 (Tex. App.—Fort Worth 2018, pet. granted).....	10, 72
<i>Toyah Indep. Sch. Dist. v. Pecos-Barstow Indep. Sch. Dist.</i> , 466 S.W.2d 377 (Tex. App.—San Antonio 1971, no writ)	1, 49, 50, 74
<i>Tyler v. City of Manhattan</i> , 849 F. Supp. 1429 (D. Kan. 1994)	80, 81
<i>United Indep. Sch. Dist. v. Gonzalez</i> , 911 S.W.2d 118 (Tex. App.—San Antonio 1995), writ denied, 940 S.W.2d 593 (Tex. 1996)	60
<i>Washington v. Burley</i> , 930 F. Supp. 2d 790, 807 (S.D. Tex. 2013)	32
<i>Weatherford v. City of San Marcos</i> , 157 S.W.3d 473 (Tex. App.—Austin 2004, pet. denied)	53
<i>Webster v. Tex. & Pac. Motor Transp. Co.</i> , 166 S.W.2d 75 (Tex. 1942).....	1, 2, 49
<i>Willmann v. City of San Antonio</i> , 123 S.W.3d 469 (Tex. App.—San Antonio 2003, pet. denied)	1, 18
<i>York v. Tex. Guaranteed Student Loan Corp.</i> , 408 S.W.3d 677 (Tex. App.—Austin 2013, no pet.).....	67, 82

Statutes

20 U.S.C.A. § 1232g.....	61
42 U.S.C.A. § 12102(1)	81
42 U.S.C.A. § 12131–12165.....	80
42 U.S.C.A. § 12132.....	80
42 U.S.C.A. § 9901–9926.....	14
TEX. AGRIC. CODE § 41.205(b)	27
TEX. AGRIC. CODE § 62.0021(a)	27
TEX. AGRIC. CODE § 74.1041(e)	19
TEX. CIV. PRAC. & REM. CODE § 37.003(a)	72
TEX. CIV. PRAC. & REM. CODE § 37.009.....	73
TEX. EDUC. CODE § 1.006(b)	19
TEX. EDUC. CODE § 12.1051	20, 79
TEX. ELEC. CODE § 31.033(d)	79
TEX. ELEC. CODE § 31.155(d).....	79
TEX. FAM. CODE § 264.005(g)	64
TEX. FIN. CODE § 11.106(c)	27
TEX. GOV’T CODE § 2001.001(1).....	80
TEX. GOV’T CODE § 2001.003(1), (6)	80
TEX. GOV’T CODE § 2001.003(7).....	80
TEX. GOV’T CODE § 2001.061.....	80
TEX. GOV’T CODE § 2001.083.....	80
TEX. GOV’T CODE § 2002.011(3);.....	38
TEX. GOV’T CODE § 2059.001–.153	63
TEX. GOV’T CODE § 311.013.....	2
TEX. GOV’T CODE § 312.004	2
TEX. GOV’T CODE § 322.003(d).....	27
TEX. GOV’T CODE § 402.028(a)	71
TEX. GOV’T CODE § 402.041–.045	82

Appendix B: Table of Authorities

TEX. GOV'T CODE § 418.1102(b).....	2
TEX. GOV'T CODE § 418.183(a)	64
TEX. GOV'T CODE § 418.183(f).....	64
TEX. GOV'T CODE § 436.054	27
TEX. GOV'T CODE § 441.180(11).....	83
TEX. GOV'T CODE § 441.180–.205	83
TEX. GOV'T CODE § 441.183	83
TEX. GOV'T CODE § 441.185(a)	83
TEX. GOV'T CODE § 441.187	84
TEX. GOV'T CODE § 501.139(b).....	27
TEX. GOV'T CODE § 531.0165	30
TEX. GOV'T CODE § 551.001(2).....	23, 46
TEX. GOV'T CODE § 551.001(3).....	20, 23
TEX. GOV'T CODE § 551.001(3)(A).....	15, 47
TEX. GOV'T CODE § 551.001(3)(D)	16
TEX. GOV'T CODE § 551.001(3)(H).....	17
TEX. GOV'T CODE § 551.001(3)(J)–(K)	20
TEX. GOV'T CODE § 551.001(4)	15, 46
TEX. GOV'T CODE § 551.001(4)(A)	22, 24
TEX. GOV'T CODE § 551.001(4)(B).....	24, 25
TEX. GOV'T CODE § 551.001(4)(B)(iv).....	47
TEX. GOV'T CODE § 551.001(6).....	2
TEX. GOV'T CODE § 551.0015.....	15
TEX. GOV'T CODE § 551.002.....	22
TEX. GOV'T CODE § 551.003	15
TEX. GOV'T CODE § 551.0035.....	37
TEX. GOV'T CODE § 551.004.....	79
TEX. GOV'T CODE § 551.006	25, 26
TEX. GOV'T CODE § 551.007(d).....	47

Appendix B: Table of Authorities

TEX. GOV'T CODE § 551.021.....	67
TEX. GOV'T CODE § 551.021(a)	83
TEX. GOV'T CODE § 551.022.....	67
TEX. GOV'T CODE § 551.023.....	48
TEX. GOV'T CODE § 551.041.....	31
TEX. GOV'T CODE § 551.0411(a)	44
TEX. GOV'T CODE § 551.0411(c)	44
TEX. GOV'T CODE § 551.0415(a)	35
TEX. GOV'T CODE § 551.0415(b).....	35
TEX. GOV'T CODE § 551.042.....	34, 48
TEX. GOV'T CODE § 551.043(a)	35
TEX. GOV'T CODE § 551.043(b).....	36
TEX. GOV'T CODE § 551.043(b)(3)	36
TEX. GOV'T CODE § 551.044	36
TEX. GOV'T CODE § 551.045	43
TEX. GOV'T CODE § 551.045(a)	43
TEX. GOV'T CODE § 551.045(a-1).....	43
TEX. GOV'T CODE § 551.045(b).....	43
TEX. GOV'T CODE § 551.045(c)	43
TEX. GOV'T CODE § 551.046.....	36, 37
TEX. GOV'T CODE § 551.047(b).....	43
TEX. GOV'T CODE § 551.047(c)	43
TEX. GOV'T CODE § 551.056(b).....	41
TEX. GOV'T CODE § 551.056(c)(1)–(2).....	41
TEX. GOV'T CODE § 551.056(c)(3)–(6).....	41
TEX. GOV'T CODE § 551.056(d).....	41
TEX. GOV'T CODE § 551.071.....	53
TEX. GOV'T CODE § 551.071(1).....	53
TEX. GOV'T CODE § 551.071(2).....	53

Appendix B: Table of Authorities

TEX. GOV'T CODE § 551.071–.090.....	52
TEX. GOV'T CODE § 551.072.....	54
TEX. GOV'T CODE § 551.0725(b).....	68
TEX. GOV'T CODE § 551.0726.....	56
TEX. GOV'T CODE § 551.0726(b)	68
TEX. GOV'T CODE § 551.073.....	56
TEX. GOV'T CODE § 551.074.....	56
TEX. GOV'T CODE § 551.074(b)	57
TEX. GOV'T CODE § 551.0745.....	57
TEX. GOV'T CODE § 551.075	58
TEX. GOV'T CODE § 551.076	58
TEX. GOV'T CODE § 551.077.....	14, 58
TEX. GOV'T CODE § 551.078.....	58
TEX. GOV'T CODE § 551.0785.....	58
TEX. GOV'T CODE § 551.082.....	60
TEX. GOV'T CODE § 551.085.....	61
TEX. GOV'T CODE § 551.086.....	62
TEX. GOV'T CODE § 551.086(b)(1)	62
TEX. GOV'T CODE § 551.086(c)	62
TEX. GOV'T CODE § 551.086(d).....	62
TEX. GOV'T CODE § 551.087.....	62
TEX. GOV'T CODE § 551.088.....	63
TEX. GOV'T CODE § 551.089.....	63
TEX. GOV'T CODE § 551.090.....	63
TEX. GOV'T CODE § 551.101.....	1, 46, 52
TEX. GOV'T CODE § 551.102.....	48, 50
TEX. GOV'T CODE § 551.103	83
TEX. GOV'T CODE § 551.103(a)	68
TEX. GOV'T CODE § 551.103(b).....	68

Appendix B: Table of Authorities

TEX. GOV'T CODE § 551.103(c)	68
TEX. GOV'T CODE § 551.104.....	69, 83
TEX. GOV'T CODE § 551.104(a)	68
TEX. GOV'T CODE § 551.121(c)	27
TEX. GOV'T CODE § 551.121-.126.....	26
TEX. GOV'T CODE § 551.123.....	27
TEX. GOV'T CODE § 551.124	27
TEX. GOV'T CODE § 551.125(b).....	26
TEX. GOV'T CODE § 551.125(b)-(f).....	26
TEX. GOV'T CODE § 551.127.....	27
TEX. GOV'T CODE § 551.127(a)	28
TEX. GOV'T CODE § 551.127(a-1).....	28
TEX. GOV'T CODE § 551.127(a-2).....	29
TEX. GOV'T CODE § 551.127(a-3).....	29
TEX. GOV'T CODE § 551.127(b).....	28
TEX. GOV'T CODE § 551.127(c)	28
TEX. GOV'T CODE § 551.127(d).....	28
TEX. GOV'T CODE § 551.127(e)	28
TEX. GOV'T CODE § 551.127(f)	29
TEX. GOV'T CODE § 551.127(g).....	29
TEX. GOV'T CODE § 551.127(h).....	28
TEX. GOV'T CODE § 551.127(i).....	29
TEX. GOV'T CODE § 551.127(j).....	28
TEX. GOV'T CODE § 551.127(k).....	29
TEX. GOV'T CODE § 551.128(b)	29
TEX. GOV'T CODE § 551.128(b-1)	29
TEX. GOV'T CODE § 551.128(b-1)(1).....	29
TEX. GOV'T CODE § 551.128(b-1)(B)	30
TEX. GOV'T CODE § 551.128(b-2)	30

Appendix B: Table of Authorities

TEX. GOV'T CODE § 551.128(b-4)(1).....	29
TEX. GOV'T CODE § 551.128(b-4)(2)	30
TEX. GOV'T CODE § 551.1281–.1282.....	30, 41
TEX. GOV'T CODE § 551.129(a), (d)	27
TEX. GOV'T CODE § 551.129(e)	27
TEX. GOV'T CODE § 551.129(f).	27
TEX. GOV'T CODE § 551.129–.131	26
TEX. GOV'T CODE § 551.130	27
TEX. GOV'T CODE § 551.141.....	31, 40, 73
TEX. GOV'T CODE § 551.142.....	71
TEX. GOV'T CODE § 551.142(a)	72
TEX. GOV'T CODE § 551.142(b).....	72
TEX. GOV'T CODE § 551.142(c).....	43, 73
TEX. GOV'T CODE § 551.142(d).....	43
TEX. GOV'T CODE § 551.143.....	77
TEX. GOV'T CODE § 551.143(a)	25
TEX. GOV'T CODE § 551.143(a)(1)	25
TEX. GOV'T CODE § 551.144.....	78
TEX. GOV'T CODE § 551.144(c)	78
TEX. GOV'T CODE § 551.145.....	68, 75
TEX. GOV'T CODE § 551.146.....	69, 76
TEX. GOV'T CODE § 551.146(a)(2)	73
TEX. GOV'T CODE § 552.001–.353	83
TEX. GOV'T CODE § 552.003(1)(A)(xi)	20
TEX. GOV'T CODE § 552.003(1)(A)(xiv).....	82
TEX. GOV'T CODE § 552.004	83
TEX. GOV'T CODE § 552.133(a-1).....	62
TEX. GOV'T CODE § 552.133(a-1)(1)(A)–(F)	62
TEX. GOV'T CODE § 552.133(a-1)(2)(A)–(O).....	62

Appendix B: Table of Authorities

TEX. GOV'T CODE § 552.301–.309.....	82
TEX. GOV'T CODE § 552.321–.327	82
TEX. GOV'T CODE ch. 552.....	69, 82
TEX. HEALTH & SAFETY CODE § 104.0155(e)	19
TEX. HEALTH & SAFETY CODE § 436.108(f)	64
TEX. HEALTH & SAFETY CODE § 534.101–.124.....	61
TEX. HEALTH & SAFETY CODE § 85.276(d)	16
TEX. LAB. CODE § 401.021(3).....	64
TEX. LOC. GOV'T CODE § 118.011(c)	45
TEX. LOC. GOV'T CODE § 152.013(b)	79
TEX. LOC. GOV'T CODE § 161.172(b)	64
TEX. LOC. GOV'T CODE § 201.001–205.009.....	83
TEX. LOC. GOV'T CODE § 201.003(8)	83
TEX. LOC. GOV'T CODE § 202.001–.009.....	84
TEX. LOC. GOV'T CODE § 203.002.....	83
TEX. LOC. GOV'T CODE § 203.005.....	83
TEX. LOC. GOV'T CODE § 203.021.....	83
TEX. LOC. GOV'T CODE § 203.042(b)(2)	83
TEX. LOC. GOV'T CODE § 211.006.....	79
TEX. LOC. GOV'T CODE § 211.0075.....	19
TEX. LOC. GOV'T CODE § 363.105	2
TEX. LOC. GOV'T CODE § 501.072.....	20
TEX. LOC. GOV'T CODE § 504.054.....	46
TEX. LOC. GOV'T CODE § 504.055	46
TEX. LOC. GOV'T CODE § 81.001(b)	28
TEX. LOC. GOV'T CODE § 81.006.....	2
TEX. OCC. CODE § 152.009(c).....	64
TEX. OCC. CODE § 901.501–.511	63
TEX. PENAL CODE § 6.03(b)	76

Appendix B: Table of Authorities

TEX. PROP. CODE § 209.0051(b)(1)	15
TEX. PROP. CODE § 209.0051(c)	15
TEX. TAX CODE § 41.66(d-1)	64
TEX. TRANSP. CODE § 201.054.....	3
TEX. TRANSP. CODE § 472.036.....	30
TEX. WATER CODE § 16.053(h)(12).....	79
TEX. WATER CODE § 49.062	46
TEX. WATER CODE § 49.064	19

GOVERNMENT CODE

TITLE 5. OPEN GOVERNMENT; ETHICS

SUBTITLE A. OPEN GOVERNMENT

CHAPTER 551. OPEN MEETINGS

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 551.001. DEFINITIONS. In this chapter:

(1) "Closed meeting" means a meeting to which the public does not have access.

(2) "Deliberation" means a verbal or written exchange between a quorum of a governmental body, or between a quorum of a governmental body and another person, concerning an issue within the jurisdiction of the governmental body.

(3) "Governmental body" means:

(A) a board, commission, department, committee, or agency within the executive or legislative branch of state government that is directed by one or more elected or appointed members;

(B) a county commissioners court in the state;

(C) a municipal governing body in the state;

(D) a deliberative body that has rulemaking or quasi-judicial power and that is classified as a department, agency, or political subdivision of a county or municipality;

(E) a school district board of trustees;

(F) a county board of school trustees;

(G) a county board of education;

(H) the governing board of a special district created by law;

(I) a local workforce development board created under Section [2308.253](#);

(J) a nonprofit corporation that is eligible to receive funds under the federal community services block grant program and that is authorized by this state to serve a geographic area of the state;

(K) a nonprofit corporation organized under Chapter [67](#), Water Code, that provides a water supply or wastewater service, or both, and is exempt from ad valorem taxation under Section [11.30](#), Tax Code; and

(L) a joint board created under Section [22.074](#), Transportation Code.

(4) "Meeting" means:

(A) a deliberation between a quorum of a governmental body, or between a quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered or during which the governmental body takes formal action; or

(B) except as otherwise provided by this subdivision, a gathering:

(i) that is conducted by the governmental body or for which the governmental body is responsible;

(ii) at which a quorum of members of the governmental body is present;

(iii) that has been called by the governmental body; and

(iv) at which the members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the governmental body, about the public business or public policy over which the governmental body has supervision or control.

The term does not include the gathering of a quorum of a governmental body at a social function unrelated to the public business that is conducted by the body, the attendance by a quorum of a governmental body at a regional, state, or national convention or workshop, ceremonial event, or press conference, or the attendance by a quorum of a governmental body at a candidate forum, appearance, or debate to inform the electorate, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, press conference, forum, appearance, or debate.

The term includes a session of a governmental body.

(5) "Open" means open to the public.

(6) "Quorum" means a majority of a governmental body, unless defined differently by applicable law or rule or the charter of the governmental body.

(7) "Recording" means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed.

(8) "Videoconference call" means a communication conducted between two or more persons in which one or more of the participants communicate with the other participants through duplex audio and video signals transmitted over a telephone network, a data network, or the Internet.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by Acts 1999, 76th Leg., ch. 62, Sec. 18.23, eff. Sept. 1, 1999; Acts 1999, 76th Leg., ch. 647, Sec. 1, eff. Aug. 30, 1999; Acts 2001, 77th Leg., ch. 633, Sec. 1, eff. Sept. 1, 2001; Acts 2001, 77th Leg., ch. 1004, Sec. 1, eff. Sept. 1, 2001; Acts 2003, 78th Leg., ch. 1276, Sec. 9.012, eff. Sept. 1, 2003.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 165 (S.B. [1306](#)), Sec. 1, eff. May 22, 2007.

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. [471](#)), Sec. 1, eff. May 18, 2013.

Acts 2013, 83rd Leg., R.S., Ch. 685 (H.B. [2414](#)), Sec. 1, eff. June 14, 2013.

Acts 2015, 84th Leg., R.S., Ch. 115 (S.B. [679](#)), Sec. 1, eff. May 23, 2015.

Acts 2015, 84th Leg., R.S., Ch. 1236 (S.B. [1296](#)), Sec. 21.001(26), eff. September 1, 2015.

Acts 2017, 85th Leg., R.S., Ch. 917 (S.B. [1440](#)), Sec. 1, eff. September 1, 2017.

Acts 2019, 86th Leg., R.S., Ch. 645 (S.B. [1640](#)), Sec. 1, eff. June 10, 2019.

Sec. 551.0015. CERTAIN PROPERTY OWNERS' ASSOCIATIONS SUBJECT TO LAW.

(a) A property owners' association is subject to this chapter in the same manner as a governmental body:

(1) if:

(A) membership in the property owners' association is mandatory for owners or for a defined class of owners of private real property in a defined geographic area in a county with a population of 2.8 million or more or in a county adjacent to a county with a population of 2.8 million or more;

(B) the property owners' association has the power to make mandatory special assessments for capital improvements or mandatory regular assessments; and

(C) the amount of the mandatory special or regular assessments is or has ever been based in whole or in part on the value at which the state or a local governmental body assesses the property for purposes of ad valorem taxation under Section [20](#), Article VIII, Texas Constitution; or

(2) if the property owners' association:

(A) provides maintenance, preservation, and architectural control of residential and commercial property within a defined geographic area in a county with a population of 2.8 million or more or in a county adjacent to a county with a population of 2.8 million or more; and

(B) is a corporation that:

(i) is governed by a board of trustees who may employ a general manager to execute the association's bylaws and administer the business of the corporation;

(ii) does not require membership in the corporation by the owners of the property within the defined area; and

(iii) was incorporated before January 1, 2006.

(b) The governing body of the association, a committee of the association, and members of the governing body or of a committee of the association are subject to this chapter in the same manner as the governing body of a governmental body, a committee of a governmental body, and members of the governing body or of a committee of the governmental body.

Added by Acts 1999, 76th Leg., ch. 1084, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 1367 (H.B. [3674](#)), Sec. 1, eff. September 1, 2007.

Sec. 551.002. OPEN MEETINGS REQUIREMENT. Every regular, special, or called meeting of a governmental body shall be open to the public, except as provided by this chapter.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.003. LEGISLATURE. In this chapter, the legislature is exercising its powers to adopt rules to prohibit secret meetings of the legislature, committees of the legislature, and other bodies associated with the legislature, except as specifically permitted in the constitution.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.0035. ATTENDANCE BY GOVERNMENTAL BODY AT LEGISLATIVE COMMITTEE OR AGENCY MEETING. (a) This section applies only to the attendance by a quorum of a governmental body at a meeting of a committee or agency of the legislature. This section does not apply to attendance at the meeting by members of the legislative committee or agency holding the meeting.

(b) The attendance by a quorum of a governmental body at a meeting of a committee or agency of the legislature is not considered to be a meeting of that governmental body if the deliberations at the meeting by the members of that governmental body consist only of publicly testifying at the meeting, publicly commenting at the meeting, and publicly responding at the meeting to a question asked by a member of the legislative committee or agency.

Added by Acts 2001, 77th Leg., ch. 447, Sec. 1, eff. June 4, 2001.

Sec. 551.004. OPEN MEETINGS REQUIRED BY CHARTER. This chapter does not authorize a governmental body to close a meeting that a charter of the governmental body:

- (1) prohibits from being closed; or
- (2) requires to be open.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.005. OPEN MEETINGS TRAINING. (a) Each elected or appointed public official who is a member of a governmental body subject to this chapter shall complete a course of training of not less than one and not more than two hours regarding the responsibilities of the governmental body and its members under this chapter not later than the 90th day after the date the member:

(1) takes the oath of office, if the member is required to take an oath of office to assume the person's duties as a member of the governmental body; or

(2) otherwise assumes responsibilities as a member of the governmental body, if the member is not required to take an oath of office to assume the person's duties as a member of the governmental body.

(b) The attorney general shall ensure that the training is made available. The office of the attorney general may provide the training and may also approve any acceptable course of training offered by a governmental body or other entity. The attorney general shall ensure that at least one course of training approved or provided by the attorney general is available on videotape or a functionally similar and widely available medium at no cost. The training must include instruction in:

- (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 under this chapter;

(4) procedures and requirements for holding an open meeting and for holding a closed meeting under this chapter; and

(5) penalties and other consequences for failure to comply with this chapter.

(c) The office of the attorney general or other entity providing the training shall provide a certificate of course completion to persons who complete the training required by this section. A governmental body shall maintain and make available for public inspection the record of its members' completion of the training.

(d) Completing the required training as a member of the governmental body satisfies the requirements of this section with regard to the member's service on a committee or subcommittee of the governmental body and the member's ex officio service on any other governmental body.

(e) The training required by this section may be used to satisfy any corresponding training requirements concerning this chapter or open meetings required by law for the members of a governmental body. The attorney general shall attempt to coordinate the training required by this section with training required by other law to the extent practicable.

(f) The failure of one or more members of a governmental body to complete the training required by this section does not affect the validity of an action taken by the governmental body.

(g) A certificate of course completion is admissible as evidence in a criminal prosecution under this chapter. However, evidence that a defendant completed a course of training offered under this section is not prima facie evidence that the defendant knowingly violated this chapter.

Added by Acts 2005, 79th Leg., Ch. 105 (S.B. [286](#)), Sec. 1, eff. January 1, 2006.

Sec. 551.006. WRITTEN ELECTRONIC COMMUNICATIONS ACCESSIBLE TO PUBLIC.

(a) A communication or exchange of information between members of a governmental body about public business or public policy over which the governmental body has supervision or control does not constitute a meeting or deliberation for purposes of this chapter if:

(1) the communication is in writing;

(2) the writing is posted to an online message board or similar Internet application that is viewable and searchable by the public; and

(3) the communication is displayed in real time and displayed on the online message board or similar Internet application for no less than 30 days after the communication is first posted.

(b) A governmental body may have no more than one online message board or similar Internet application to be used for the purposes described in Subsection (a). The online message board or similar Internet application must be owned or controlled by the governmental body, prominently displayed on the governmental body's primary Internet web page, and no more than one click away from the governmental body's primary Internet web page.

(c) The online message board or similar Internet application described in Subsection (a) may only be used by members of the governmental body or staff members of the governmental body who have received specific authorization from a member of the governmental body. In the event that a staff member posts a communication to the online message board or similar Internet application, the name and title of the staff member must be posted along with the communication.

(d) If a governmental body removes from the online message board or similar Internet application a communication that has been posted for at least 30 days, the governmental body shall maintain the posting for a period of six years. This communication is public information and must be disclosed in accordance with Chapter 552.

(e) The governmental body may not vote or take any action that is required to be taken at a meeting under this chapter of the governmental body by posting a communication to the online message board or similar Internet application. In no event shall a communication or posting to the online message board or similar Internet application be construed to be an action of the governmental body.

Added by Acts 2013, 83rd Leg., R.S., Ch. 685 (H.B. 2414), Sec. 3, eff. June 14, 2013.

Added by Acts 2013, 83rd Leg., R.S., Ch. 1201 (S.B. 1297), Sec. 1, eff. September 1, 2013.

Sec. 551.007. PUBLIC TESTIMONY. (a) This section applies only to a governmental body described by Sections 551.001(3)(B)-(L).

(b) A governmental body shall allow each member of the public who desires to address the body regarding an item on an agenda for an open meeting of the body to address the body regarding the item at the meeting before or during the body's consideration of the item.

(c) A governmental body may adopt reasonable rules regarding the public's right to address the body under this section, including rules that limit the total amount of time that a member of the public may address the body on a given item.

(d) This subsection applies only if a governmental body does not use simultaneous translation equipment in a manner that allows the body to hear the translated public testimony simultaneously. A rule adopted under Subsection (c) that limits the amount of time that a member of the public may address the governmental body must provide that a member of the public who addresses the body through a translator must be given at least twice the amount of time as a member of the public who does not require the assistance of a translator in order to ensure that non-English speakers receive the same opportunity to address the body.

(e) A governmental body may not prohibit public criticism of the governmental body, including criticism of any act, omission, policy, procedure, program, or service. This subsection does not apply to public criticism that is otherwise prohibited by law.

Added by Acts 2019, 86th Leg., R.S., Ch. 861 (H.B. [2840](#)), Sec. 1, eff. September 1, 2019.

SUBCHAPTER B. RECORD OF OPEN MEETING

Sec. 551.021. MINUTES OR RECORDING OF OPEN MEETING REQUIRED. (a) A governmental body shall prepare and keep minutes or make a recording of each open meeting of the body.

(b) The minutes must:

- (1) state the subject of each deliberation; and
- (2) indicate each vote, order, decision, or other action taken.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. [471](#)), Sec. 2, eff. May 18, 2013.

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. [471](#)), Sec. 3, eff. May 18, 2013.

Sec. 551.022. MINUTES AND RECORDINGS OF OPEN MEETING: PUBLIC RECORD. The minutes and recordings of an open meeting are public records and shall be available for public inspection and copying on request to the governmental body's chief administrative officer or the officer's designee.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. 471), Sec. 4, eff. May 18, 2013.

Sec. 551.023. RECORDING OF MEETING BY PERSON IN ATTENDANCE. (a) A person in attendance may record all or any part of an open meeting of a governmental body by means of a recorder, video camera, or other means of aural or visual reproduction.

(b) A governmental body may adopt reasonable rules to maintain order at a meeting, including rules relating to:

- (1) the location of recording equipment; and
- (2) the manner in which the recording is conducted.

(c) A rule adopted under Subsection (b) may not prevent or unreasonably impair a person from exercising a right granted under Subsection (a).

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. 471), Sec. 5, eff. May 18, 2013.

SUBCHAPTER C. NOTICE OF MEETINGS

Sec. 551.041. NOTICE OF MEETING REQUIRED. A governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.0411. MEETING NOTICE REQUIREMENTS IN CERTAIN CIRCUMSTANCES. (a) Section 551.041 does not require a governmental body that recesses an open meeting to the following regular business day to post notice of the continued meeting if the action is taken in good faith and not to circumvent this chapter. If an open meeting is continued to the following regular business day and, on that following day, the governmental body continues the meeting to another day, the governmental body must give written notice as required by this subchapter of the meeting continued to that other day.

(b) A governmental body that is prevented from convening an open meeting that was otherwise properly posted under Section 551.041 because of a catastrophe may convene the meeting in a convenient location within 72 hours pursuant to Section 551.045 if the action is taken in good faith and not to circumvent this chapter. If the governmental body is unable to convene the open meeting within those 72 hours, the governmental body may subsequently convene the meeting only if the governmental body gives written notice of the meeting as required by this subchapter.

(c) In this section, "catastrophe" means a condition or occurrence that interferes physically with the ability of a governmental body to conduct a meeting, including:

- (1) fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;
- (2) power failure, transportation failure, or interruption of communication facilities;
- (3) epidemic; or
- (4) riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.

Added by Acts 2005, 79th Leg., Ch. 325 (S.B. 690), Sec. 1, eff. June 17, 2005.

Sec. 551.0415. GOVERNING BODY OF MUNICIPALITY OR COUNTY: REPORTS ABOUT ITEMS OF COMMUNITY INTEREST REGARDING WHICH NO ACTION WILL BE TAKEN.

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

(b) For purposes of Subsection (a), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;

(4) a reminder about an upcoming event organized or sponsored by the governing body;

(5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and

(6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

Added by Acts 2009, 81st Leg., R.S., Ch. 1377 (S.B. [1182](#)), Sec. 1, eff. September 1, 2009.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 1007 (H.B. [2313](#)), Sec. 1, eff. June 17, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 1341 (S.B. [1233](#)), Sec. 14, eff. June 17, 2011.

Reenacted and amended by Acts 2013, 83rd Leg., R.S., Ch. 161 (S.B. [1093](#)), Sec. 9.013, eff. September 1, 2013.

Sec. 551.042. INQUIRY MADE AT MEETING. (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:

(1) a statement of specific factual information given in response to the inquiry; or

(2) a recitation of existing policy in response to the inquiry.

(b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.043. TIME AND ACCESSIBILITY OF NOTICE; GENERAL RULE. (a) The notice of a meeting of a governmental body must be posted in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the meeting, except as provided by Sections 551.044-551.046.

(b) If this chapter specifically requires or allows a governmental body to post notice of a meeting on the Internet:

(1) the governmental body satisfies the requirement that the notice must be posted in a place readily accessible to the general public at all times by making a good-faith attempt to continuously post the notice on the Internet during the prescribed period;

(2) the governmental body must still comply with any duty imposed by this chapter to physically post the notice at a particular location; and

(3) if the governmental body makes a good-faith attempt to continuously post the notice on the Internet during the prescribed period, the notice physically posted at the location prescribed by this chapter must be readily accessible to the general public during normal business hours.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2005, 79th Leg., Ch. 624 (H.B. [2381](#)), Sec. 1, eff. September 1, 2005.

Sec. 551.044. EXCEPTION TO GENERAL RULE: GOVERNMENTAL BODY WITH STATEWIDE JURISDICTION. (a) The secretary of state must post notice on the Internet of a meeting of a state board, commission, department, or officer having statewide jurisdiction for at least seven days before the day of the meeting. The secretary of state shall provide during regular office hours a computer terminal at a place convenient to the public in the office of the secretary of state that members of the public may use to view notices of meetings posted by the secretary of state.

(b) Subsection (a) does not apply to:

(1) the Texas Department of Insurance, as regards proceedings and activities under Title 5, Labor Code, of the department, the commissioner of insurance, or the commissioner of workers' compensation; or

(2) the governing board of an institution of higher education.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by Acts 1999, 76th Leg., ch. 622, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 265 (H.B. [7](#)), Sec. 6.006, eff. September 1, 2005.

Sec. 551.045. EXCEPTION TO GENERAL RULE: NOTICE OF EMERGENCY MEETING OR EMERGENCY ADDITION TO AGENDA. (a) In an emergency or when there is an urgent public necessity, the notice of a meeting to deliberate or take action on the emergency or urgent public necessity, or the supplemental

notice to add the deliberation or taking of action on the emergency or urgent public necessity as an item to the agenda for a meeting for which notice has been posted in accordance with this subchapter, is sufficient if the notice or supplemental notice is posted for at least one hour before the meeting is convened.

(a-1) A governmental body may not deliberate or take action on a matter at a meeting for which notice or supplemental notice is posted under Subsection (a) other than:

(1) a matter directly related to responding to the emergency or urgent public necessity identified in the notice or supplemental notice of the meeting as provided by Subsection (c); or

(2) an agenda item listed on a notice of the meeting before the supplemental notice was posted.

(b) An emergency or an urgent public necessity exists only if immediate action is required of a governmental body because of:

(1) an imminent threat to public health and safety, including a threat described by Subdivision (2) if imminent; or

(2) a reasonably unforeseeable situation, including:

(A) fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;

(B) power failure, transportation failure, or interruption of communication facilities;

(C) epidemic; or

(D) riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.

(c) The governmental body shall clearly identify the emergency or urgent public necessity in the notice or supplemental notice under this section.

(d) A person who is designated or authorized to post notice of a meeting by a governmental body under this subchapter shall post the notice taking at face value the governmental body's stated reason for the emergency or urgent public necessity.

(e) For purposes of Subsection (b) (2), the sudden relocation of a large number of residents from the area of a declared disaster to a governmental body's jurisdiction is considered a reasonably unforeseeable situation for a reasonable period immediately following the relocation.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 258 (S.B. 11), Sec. 3.06, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. 1325 (S.B. [1499](#)), Sec. 1, eff. June 15, 2007.

Acts 2019, 86th Leg., R.S., Ch. 462 (S.B. [494](#)), Sec. 1, eff. September 1, 2019.

Sec. 551.046. EXCEPTION TO GENERAL RULE: COMMITTEE OF LEGISLATURE. The notice of a legislative committee meeting shall be as provided by the rules of the house of representatives or of the senate.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.047. SPECIAL NOTICE TO NEWS MEDIA OF EMERGENCY MEETING OR EMERGENCY ADDITION TO AGENDA. (a) The presiding officer of a governmental body, or the member of a governmental body who calls an emergency meeting of the governmental body or adds an emergency item to the agenda of a meeting of the governmental body, shall notify the news media of the emergency meeting or emergency item as required by this section.

(b) The presiding officer or member is required to notify only those members of the news media that have previously:

(1) filed at the headquarters of the governmental body a request containing all pertinent information for the special notice; and

(2) agreed to reimburse the governmental body for the cost of providing the special notice.

(c) The presiding officer or member shall give the notice by telephone, facsimile transmission, or electronic mail at least one hour before the meeting is convened.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 380 (S.B. [592](#)), Sec. 1, eff. June 15, 2007.

Acts 2019, 86th Leg., R.S., Ch. 462 (S.B. [494](#)), Sec. 2, eff. September 1, 2019.

Sec. 551.048. STATE GOVERNMENTAL BODY: NOTICE TO SECRETARY OF STATE; PLACE OF POSTING NOTICE. (a) A state governmental body shall provide notice of each meeting to the secretary of state.

(b) The secretary of state shall post the notice on the Internet. The secretary of state shall provide during regular office hours a computer

terminal at a place convenient to the public in the office of the secretary of state that members of the public may use to view the notice.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by Acts 1999, 76th Leg., ch. 622, Sec. 2, eff. Sept. 1, 1999.

Sec. 551.049. COUNTY GOVERNMENTAL BODY: PLACE OF POSTING NOTICE. A county governmental body shall post notice of each meeting on a bulletin board at a place convenient to the public in the county courthouse.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.050. MUNICIPAL GOVERNMENTAL BODY: PLACE OF POSTING NOTICE. (a) In this section, "electronic bulletin board" means an electronic communication system that includes a perpetually illuminated screen on which the governmental body can post messages or notices viewable without manipulation by the public.

(b) A municipal governmental body shall post notice of each meeting on a physical or electronic bulletin board at a place convenient to the public in the city hall.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 1007 (H.B. [2313](#)), Sec. 2, eff. June 17, 2011.

Sec. 551.0501. JOINT BOARD: PLACE OF POSTING NOTICE. (a) In this section, "electronic bulletin board" means an electronic communication system that includes a perpetually illuminated screen on which the governmental body can post messages or notices viewable without manipulation by the public.

(b) A joint board created under Section [22.074](#), Transportation Code, shall post notice of each meeting on a physical or electronic bulletin board at a place convenient to the public in the board's administrative offices.

Added by Acts 2015, 84th Leg., R.S., Ch. 115 (S.B. [679](#)), Sec. 2, eff. May 23, 2015.

Sec. 551.051. SCHOOL DISTRICT: PLACE OF POSTING NOTICE. A school district shall post notice of each meeting on a bulletin board at a place

convenient to the public in the central administrative office of the district.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.052. SCHOOL DISTRICT: SPECIAL NOTICE TO NEWS MEDIA. (a) A school district shall provide special notice of each meeting to any news media that has:

- (1) requested special notice; and
- (2) agreed to reimburse the district for the cost of providing the special notice.

(b) The notice shall be by telephone, facsimile transmission, or electronic mail.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 380 (S.B. [592](#)), Sec. 2, eff. June 15, 2007.

Sec. 551.053. DISTRICT OR POLITICAL SUBDIVISION EXTENDING INTO FOUR OR MORE COUNTIES: NOTICE TO PUBLIC, SECRETARY OF STATE, AND COUNTY CLERK; PLACE OF POSTING NOTICE. (a) The governing body of a water district or other district or political subdivision that extends into four or more counties shall:

- (1) post notice of each meeting at a place convenient to the public in the administrative office of the district or political subdivision;
- (2) provide notice of each meeting to the secretary of state; and
- (3) either provide notice of each meeting to the county clerk of the county in which the administrative office of the district or political subdivision is located or post notice of each meeting on the district's or political subdivision's Internet website.

(b) The secretary of state shall post the notice provided under Subsection (a)(2) on the Internet. The secretary of state shall provide during regular office hours a computer terminal at a place convenient to the public in the office of the secretary of state that members of the public may use to view the notice.

(c) A county clerk shall post a notice provided to the clerk under Subsection (a)(3) on a bulletin board at a place convenient to the public in the county courthouse.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by Acts 1999, 76th Leg., ch. 622, Sec. 3, eff. Sept. 1, 1999.

Amended by:

Acts 2015, 84th Leg., R.S., Ch. 809 (H.B. 3357), Sec. 1, eff. September 1, 2015.

Sec. 551.054. DISTRICT OR POLITICAL SUBDIVISION EXTENDING INTO FEWER THAN FOUR COUNTIES: NOTICE TO PUBLIC AND COUNTY CLERKS; PLACE OF POSTING NOTICE. (a) The governing body of a water district or other district or political subdivision that extends into fewer than four counties shall:

(1) post notice of each meeting at a place convenient to the public in the administrative office of the district or political subdivision; and

(2) either provide notice of each meeting to the county clerk of each county in which the district or political subdivision is located or post notice of each meeting on the district's or political subdivision's Internet website.

(b) A county clerk shall post a notice provided to the clerk under Subsection (a)(2) on a bulletin board at a place convenient to the public in the county courthouse.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2015, 84th Leg., R.S., Ch. 809 (H.B. 3357), Sec. 2, eff. September 1, 2015.

Sec. 551.055. INSTITUTION OF HIGHER EDUCATION. In addition to providing any other notice required by this subchapter, the governing board of a single institution of higher education:

(1) shall post notice of each meeting at the county courthouse of the county in which the meeting will be held;

(2) shall publish notice of a meeting in a student newspaper of the institution if an issue of the newspaper is published between the time of the posting and the time of the meeting; and

(3) may post notice of a meeting at another place convenient to the public.

Added by Acts 1995, 74th Leg., ch. 209, Sec. 1, eff. May 23, 1995.

Sec. 551.056. ADDITIONAL POSTING REQUIREMENTS FOR CERTAIN MUNICIPALITIES, COUNTIES, SCHOOL DISTRICTS, JUNIOR COLLEGE DISTRICTS, DEVELOPMENT CORPORATIONS, AUTHORITIES, AND JOINT BOARDS. (a) This section applies only to a governmental body or economic development corporation that maintains an Internet website or for which an Internet website is maintained. This section does not apply to a governmental body described by Section 551.001(3)(D).

(b) In addition to the other place at which notice is required to be posted by this subchapter, the following governmental bodies and economic development corporations must also concurrently post notice of a meeting on the Internet website of the governmental body or economic development corporation:

- (1) a municipality;
- (2) a county;
- (3) a school district;
- (4) the governing body of a junior college or junior college district, including a college or district that has changed its name in accordance with Chapter 130, Education Code;
- (5) a development corporation organized under the Development Corporation Act (Subtitle C1, Title 12, Local Government Code);
- (6) a regional mobility authority included within the meaning of an "authority" as defined by Section 370.003, Transportation Code; and
- (7) a joint board created under Section 22.074, Transportation Code.

(c) The following governmental bodies and economic development corporations must also concurrently post the agenda for the meeting on the Internet website of the governmental body or economic development corporation:

- (1) a municipality with a population of 48,000 or more;
- (2) a county with a population of 65,000 or more;
- (3) a school district that contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more;
- (4) the governing body of a junior college district, including a district that has changed its name in accordance with Chapter 130, Education Code, that contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more;
- (5) a development corporation organized under the Development Corporation Act (Subtitle C1, Title 12, Local Government Code) that was created by or for:

(A) a municipality with a population of 48,000 or more; or
(B) a county or district that contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more; and

(6) a regional mobility authority included within the meaning of an "authority" as defined by Section 370.003, Transportation Code.

(d) The validity of a posted notice of a meeting or an agenda by a governmental body or economic development corporation subject to this section that made a good faith attempt to comply with the requirements of this section is not affected by a failure to comply with a requirement of this section that is due to a technical problem beyond the control of the governmental body or economic development corporation.

Added by Acts 2005, 79th Leg., Ch. 340 (S.B. 1133), Sec. 1, eff. January 1, 2006.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 814 (S.B. 1548), Sec. 1, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. 885 (H.B. 2278), Sec. 3.10, eff. April 1, 2009.

Acts 2015, 84th Leg., R.S., Ch. 115 (S.B. 679), Sec. 3, eff. May 23, 2015.

Acts 2015, 84th Leg., R.S., Ch. 115 (S.B. 679), Sec. 4, eff. May 23, 2015.

SUBCHAPTER D. EXCEPTIONS TO REQUIREMENT THAT MEETINGS BE OPEN

Sec. 551.071. CONSULTATION WITH ATTORNEY; CLOSED MEETING. A governmental body may not conduct a private consultation with its attorney except:

(1) when the governmental body seeks the advice of its attorney about:

- (A) pending or contemplated litigation; or
- (B) a settlement offer; or

(2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.0725. COMMISSIONERS COURTS: DELIBERATION REGARDING CONTRACT BEING NEGOTIATED; CLOSED MEETING. (a) The commissioners court of a county may conduct a closed meeting to deliberate business and financial issues relating to a contract being negotiated if, before conducting the closed meeting:

(1) the commissioners court votes unanimously that deliberation in an open meeting would have a detrimental effect on the position of the commissioners court in negotiations with a third person; and

(2) the attorney advising the commissioners court issues a written determination that deliberation in an open meeting would have a detrimental effect on the position of the commissioners court in negotiations with a third person.

(b) Notwithstanding Section 551.103(a), Government Code, the commissioners court must make a recording of the proceedings of a closed meeting to deliberate the information.

Added by Acts 2003, 78th Leg., ch. 1287, Sec. 1, eff. June 21, 2003.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 758 (H.B. 1500), Sec. 1, eff. June 17, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 1341 (S.B. 1233), Sec. 15, eff. June 17, 2011.

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. 471), Sec. 6, eff. May 18, 2013.

Sec. 551.0726. TEXAS FACILITIES COMMISSION: DELIBERATION REGARDING CONTRACT BEING NEGOTIATED; CLOSED MEETING. (a) The Texas Facilities Commission may conduct a closed meeting to deliberate business and financial issues relating to a contract being negotiated if, before conducting the closed meeting:

(1) the commission votes unanimously that deliberation in an open meeting would have a detrimental effect on the position of the state in negotiations with a third person; and

(2) the attorney advising the commission issues a written determination finding that deliberation in an open meeting would have a detrimental effect on the position of the state in negotiations with a third person and setting forth that finding therein.

(b) Notwithstanding Section 551.103(a), the commission must make a recording of the proceedings of a closed meeting held under this section.

Added by Acts 2005, 79th Leg., Ch. 535 (H.B. 976), Sec. 1, eff. June 17, 2005.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 937 (H.B. 3560), Sec. 3.05, eff. September 1, 2007.

Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. 1969), Sec. 11.011, eff. September 1, 2009.

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. 471), Sec. 7, eff. May 18, 2013.

Sec. 551.073. DELIBERATION REGARDING PROSPECTIVE GIFT; CLOSED MEETING. A governmental body may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the state or the governmental body if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.074. PERSONNEL MATTERS; CLOSED MEETING. (a) This chapter does not require a governmental body to conduct an open meeting:

(1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or

(2) to hear a complaint or charge against an officer or employee.

(b) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.0745. PERSONNEL MATTERS AFFECTING COUNTY ADVISORY BODY; CLOSED MEETING. (a) This chapter does not require the commissioners court of a county to conduct an open meeting:

(1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a member of an advisory body; or

(2) to hear a complaint or charge against a member of an advisory body.

(b) Subsection (a) does not apply if the individual who is the subject of the deliberation or hearing requests a public hearing.

Added by Acts 1997, 75th Leg., ch. 659, Sec. 1, eff. Sept. 1, 1997.

Sec. 551.075. CONFERENCE RELATING TO INVESTMENTS AND POTENTIAL INVESTMENTS ATTENDED BY BOARD OF TRUSTEES OF TEXAS GROWTH FUND; CLOSED MEETING. (a) This chapter does not require the board of trustees of the Texas growth fund to confer with one or more employees of the Texas growth fund or with a third party in an open meeting if the only purpose of the conference is to:

(1) receive information from the employees of the Texas growth fund or the third party relating to an investment or a potential investment by the Texas growth fund in:

(A) a private business entity, if disclosure of the information would give advantage to a competitor; or

(B) a business entity whose securities are publicly traded, if the investment or potential investment is not required to be registered under the Securities Exchange Act of 1934 (15 U.S.C. Section 78a et seq.), and its subsequent amendments, and if disclosure of the information would give advantage to a competitor; or

(2) question the employees of the Texas growth fund or the third party regarding an investment or potential investment described by Subdivision (1), if disclosure of the information contained in the questions or answers would give advantage to a competitor.

(b) During a conference under Subsection (a), members of the board of trustees of the Texas growth fund may not deliberate public business or agency policy that affects public business.

(c) In this section, "Texas growth fund" means the fund created by Section 70, Article XVI, Texas Constitution.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by Acts 1999, 76th Leg., ch. 647, Sec. 2, eff. Aug. 30, 1999.

Sec. 551.076. DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS; CLOSED MEETING. This chapter does not require a governmental body

to conduct an open meeting to deliberate:

- (1) the deployment, or specific occasions for implementation, of security personnel or devices; or
- (2) a security audit.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 258 (S.B. [11](#)), Sec. 3.07, eff. September 1, 2007.

Sec. 551.077. AGENCY FINANCED BY FEDERAL GOVERNMENT. This chapter does not require an agency financed entirely by federal money to conduct an open meeting.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.078. MEDICAL BOARD OR MEDICAL COMMITTEE. This chapter does not require a medical board or medical committee to conduct an open meeting to deliberate the medical or psychiatric records of an individual applicant for a disability benefit from a public retirement system.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.0785. DELIBERATIONS INVOLVING MEDICAL OR PSYCHIATRIC RECORDS OF INDIVIDUALS. This chapter does not require a benefits appeals committee for a public self-funded health plan or a governmental body that administers a public insurance, health, or retirement plan to conduct an open meeting to deliberate:

- (1) the medical records or psychiatric records of an individual applicant for a benefit from the plan; or
- (2) a matter that includes a consideration of information in the medical or psychiatric records of an individual applicant for a benefit from the plan.

Added by Acts 2003, 78th Leg., ch. 158, Sec. 1, eff. May 27, 2003.

Sec. 551.079. TEXAS DEPARTMENT OF INSURANCE. (a) The requirements of this chapter do not apply to a meeting of the commissioner of insurance or the commissioner's designee with the board of directors of a guaranty association established under Chapter [2602](#), Insurance Code, or Article 21.28-C or 21.28-D, Insurance Code, in the discharge of the commissioner's

duties and responsibilities to regulate and maintain the solvency of a person regulated by the Texas Department of Insurance.

(b) The commissioner of insurance may deliberate and determine the appropriate action to be taken concerning the solvency of a person regulated by the Texas Department of Insurance in a closed meeting with persons in one or more of the following categories:

- (1) staff of the Texas Department of Insurance;
- (2) a regulated person;
- (3) representatives of a regulated person; or
- (4) members of the board of directors of a guaranty association established under Chapter 2602, Insurance Code, or Article 21.28-C or 21.28-D, Insurance Code.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by Acts 2001, 77th Leg., ch. 628, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2005, 79th Leg., Ch. 728 (H.B. 2018), Sec. 11.120, eff. September 1, 2005.

Sec. 551.080. BOARD OF PARDONS AND PAROLES. This chapter does not require the Board of Pardons and Paroles to conduct an open meeting to interview or counsel an inmate of the Texas Department of Criminal Justice.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. 1969), Sec. 25.071, eff. September 1, 2009.

Sec. 551.081. CREDIT UNION COMMISSION. This chapter does not require the Credit Union Commission to conduct an open meeting to deliberate a matter made confidential by law.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.0811. THE FINANCE COMMISSION OF TEXAS. This chapter does not require The Finance Commission of Texas to conduct an open meeting to deliberate a matter made confidential by law.

Added by Acts 1995, 74th Leg., ch. 76, Sec. 5.01(a), eff. Sept. 1, 1995.

Sec. 551.082. SCHOOL CHILDREN; SCHOOL DISTRICT EMPLOYEES; DISCIPLINARY MATTER OR COMPLAINT. (a) This chapter does not require a school board to conduct an open meeting to deliberate in a case:

- (1) involving discipline of a public school child; or
- (2) in which a complaint or charge is brought against an employee of the school district by another employee and the complaint or charge directly results in a need for a hearing.

(b) Subsection (a) does not apply if an open hearing is requested in writing by a parent or guardian of the child or by the employee against whom the complaint or charge is brought.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.0821. SCHOOL BOARD: PERSONALLY IDENTIFIABLE INFORMATION ABOUT PUBLIC SCHOOL STUDENT. (a) This chapter does not require a school board to conduct an open meeting to deliberate a matter regarding a public school student if personally identifiable information about the student will necessarily be revealed by the deliberation.

(b) Directory information about a public school student is considered to be personally identifiable information about the student for purposes of Subsection (a) only if a parent or guardian of the student, or the student if the student has attained 18 years of age, has informed the school board, the school district, or a school in the school district that the directory information should not be released without prior consent. In this subsection, "directory information" has the meaning assigned by the federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g), as amended.

(c) Subsection (a) does not apply if an open meeting about the matter is requested in writing by a parent or guardian of the student or by the student if the student has attained 18 years of age.

Added by Acts 2003, 78th Leg., ch. 190, Sec. 1, eff. June 2, 2003.

Sec. 551.083. CERTAIN SCHOOL BOARDS; CLOSED MEETING REGARDING CONSULTATION WITH REPRESENTATIVE OF EMPLOYEE GROUP. This chapter does not require a school board operating under a consultation agreement authorized by Section 13.901, Education Code, to conduct an open meeting to deliberate the standards, guidelines, terms, or conditions the board will follow, or instruct its representatives to follow, in a consultation with a representative of an employee group.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.084. INVESTIGATION; EXCLUSION OF WITNESS FROM HEARING. A governmental body that is investigating a matter may exclude a witness from a hearing during the examination of another witness in the investigation.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.085. GOVERNING BOARD OF CERTAIN PROVIDERS OF HEALTH CARE SERVICES. (a) This chapter does not require the governing board of a municipal hospital, municipal hospital authority, county hospital, county hospital authority, hospital district created under general or special law, or nonprofit health maintenance organization created under Section 534.101, Health and Safety Code, to conduct an open meeting to deliberate:

(1) pricing or financial planning information relating to a bid or negotiation for the arrangement or provision of services or product lines to another person if disclosure of the information would give advantage to competitors of the hospital, hospital district, or nonprofit health maintenance organization; or

(2) information relating to a proposed new service or product line of the hospital, hospital district, or nonprofit health maintenance organization before publicly announcing the service or product line.

(b) The governing board of a health maintenance organization created under Section 281.0515, Health and Safety Code, that is subject to this chapter is not required to conduct an open meeting to deliberate information described by Subsection (a).

Added by Acts 1995, 74th Leg., ch. 76, Sec. 5.02(a), eff. Sept. 1, 1995.

Amended by Acts 1997, 75th Leg., ch. 778, Sec. 1, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 1229, Sec. 1, eff. Sept. 1, 1999; Acts 2003, 78th Leg., ch. 7, Sec. 1, eff. Sept. 1, 2003.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 342 (H.B. 2978), Sec. 1, eff. September 1, 2011.

Sec. 551.086. CERTAIN PUBLIC POWER UTILITIES: COMPETITIVE MATTERS.

(a) Notwithstanding anything in this chapter to the contrary, the rules provided by this section apply to competitive matters of a public power utility.

(b) In this section:

(1) "Public power utility" means an entity providing electric or gas utility services that is subject to the provisions of this chapter.

(2) "Public power utility governing body" means the board of trustees or other applicable governing body, including a city council, of a public power utility.

(3) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 925, Sec. 3, eff. June 17, 2011.

(c) This chapter does not require a public power utility governing body to conduct an open meeting to deliberate, vote, or take final action on any competitive matter, as that term is defined by Section 552.133. This section does not limit the right of a public power utility governing body to hold a closed session under any other exception provided for in this chapter.

(d) For purposes of Section 551.041, the notice of the subject matter of an item that may be considered as a competitive matter under this section is required to contain no more than a general representation of the subject matter to be considered, such that the competitive activity of the public power utility with respect to the issue in question is not compromised or disclosed.

(e) With respect to municipally owned utilities subject to this section, this section shall apply whether or not the municipally owned utility has adopted customer choice or serves in a multiply certificated service area under the Utilities Code.

(f) Nothing in this section is intended to preclude the application of the enforcement and remedies provisions of Subchapter G.

Added by Acts 1999, 76th Leg., ch. 405, Sec. 45, eff. Sept. 1, 1999.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 925 (S.B. 1613), Sec. 1, eff. June 17, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 925 (S.B. 1613), Sec. 3, eff. June 17, 2011.

Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. This chapter does not require a governmental body to conduct an open meeting:

(1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand

in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or

(2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

Added by Acts 1999, 76th Leg., ch. 1319, Sec. 32, eff. Sept. 1, 1999.

Renumbered from Sec. 551.086 by Acts 2001, 77th Leg., ch. 1420, Sec. 21.001(49), eff. Sept. 1, 2001.

Sec. 551.088. DELIBERATION REGARDING TEST ITEM. This chapter does not require a governmental body to conduct an open meeting to deliberate a test item or information related to a test item if the governmental body believes that the test item may be included in a test the governmental body administers to individuals who seek to obtain or renew a license or certificate that is necessary to engage in an activity.

Added by Acts 1999, 76th Leg., ch. 312, Sec. 1, eff. Aug. 30, 1999.

Renumbered from Sec. 551.086 by Acts 2001, 77th Leg., ch. 1420, Sec. 21.001(50), eff. Sept. 1, 2001.

Sec. 551.089. DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS; CLOSED MEETING. This chapter does not require a governmental body to conduct an open meeting to deliberate:

(1) security assessments or deployments relating to information resources technology;

(2) network security information as described by Section [2059.055](#)(b); or

(3) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.

Added by Acts 2009, 81st Leg., R.S., Ch. 183 (H.B. [1830](#)), Sec. 3, eff. September 1, 2009.

Amended by:

Acts 2017, 85th Leg., R.S., Ch. 560 (S.B. [564](#)), Sec. 1, eff. September 1, 2017.

Acts 2017, 85th Leg., R.S., Ch. 683 (H.B. [8](#)), Sec. 3, eff. September 1, 2017.

Sec. 551.090. ENFORCEMENT COMMITTEE APPOINTED BY TEXAS STATE BOARD OF PUBLIC ACCOUNTANCY. This chapter does not require an enforcement committee appointed by the Texas State Board of Public Accountancy to conduct an open

meeting to investigate and deliberate a disciplinary action under Subchapter K, Chapter 901, Occupations Code, relating to the enforcement of Chapter 901 or the rules of the Texas State Board of Public Accountancy.

Added by Acts 2013, 83rd Leg., R.S., Ch. 36 (S.B. 228), Sec. 3, eff. September 1, 2013.

SUBCHAPTER E. PROCEDURES RELATING TO CLOSED MEETING

Sec. 551.101. REQUIREMENT TO FIRST CONVENE IN OPEN MEETING. If a closed meeting is allowed under this chapter, a governmental body may not conduct the closed meeting unless a quorum of the governmental body first convenes in an open meeting for which notice has been given as provided by this chapter and during which the presiding officer publicly:

- (1) announces that a closed meeting will be held; and
- (2) identifies the section or sections of this chapter under which the closed meeting is held.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.102. REQUIREMENT TO VOTE OR TAKE FINAL ACTION IN OPEN MEETING. A final action, decision, or vote on a matter deliberated in a closed meeting under this chapter may only be made in an open meeting that is held in compliance with the notice provisions of this chapter.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.103. CERTIFIED AGENDA OR RECORDING REQUIRED. (a) A governmental body shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for a private consultation permitted under Section 551.071.

(b) The presiding officer shall certify that an agenda kept under Subsection (a) is a true and correct record of the proceedings.

(c) The certified agenda must include:

- (1) a statement of the subject matter of each deliberation;
- (2) a record of any further action taken; and
- (3) an announcement by the presiding officer at the beginning and the end of the meeting indicating the date and time.

(d) A recording made under Subsection (a) must include announcements by the presiding officer at the beginning and the end of the meeting indicating the date and time.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. 471), Sec. 8, eff. May 18, 2013.

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. 471), Sec. 9, eff. May 18, 2013.

Sec. 551.104. CERTIFIED AGENDA OR RECORDING; PRESERVATION; DISCLOSURE. (a) A governmental body shall preserve the certified agenda or recording of a closed meeting for at least two years after the date of the meeting. If an action involving the meeting is brought within that period, the governmental body shall preserve the certified agenda or recording while the action is pending.

(b) In litigation in a district court involving an alleged violation of this chapter, the court:

(1) is entitled to make an in camera inspection of the certified agenda or recording;

(2) may admit all or part of the certified agenda or recording as evidence, on entry of a final judgment; and

(3) may grant legal or equitable relief it considers appropriate, including an order that the governmental body make available to the public the certified agenda or recording of any part of a meeting that was required to be open under this chapter.

(c) The certified agenda or recording of a closed meeting is available for public inspection and copying only under a court order issued under Subsection (b) (3).

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. 471), Sec. 10, eff. May 18, 2013.

SUBCHAPTER F. MEETINGS USING TELEPHONE, VIDEOCONFERENCE, OR INTERNET

Sec. 551.121. GOVERNING BOARD OF INSTITUTION OF HIGHER EDUCATION; BOARD FOR LEASE OF UNIVERSITY LANDS; TEXAS HIGHER EDUCATION COORDINATING BOARD: SPECIAL MEETING FOR IMMEDIATE ACTION. (a) In this section, "governing board," "institution of higher education," and "university system" have the meanings assigned by Section 61.003, Education Code.

(b) This chapter does not prohibit the governing board of an institution of higher education, the Board for Lease of University Lands, or the Texas Higher Education Coordinating Board from holding an open or closed meeting by telephone conference call.

(c) A meeting held by telephone conference call authorized by this section may be held only if:

(1) the meeting is a special called meeting and immediate action is required; and

(2) the convening at one location of a quorum of the governing board, the Board for Lease of University Lands, or the Texas Higher Education Coordinating Board, as applicable, is difficult or impossible.

(d) The telephone conference call meeting is subject to the notice requirements applicable to other meetings.

(e) The notice of a telephone conference call meeting of a governing board must specify as the location of the meeting the location where meetings of the governing board are usually held. For a meeting of the governing board of a university system, the notice must specify as the location of the meeting the board's conference room at the university system office. For a meeting of the Board for Lease of University Lands, the notice must specify as the location of the meeting a suitable conference or meeting room at The University of Texas System office. For a meeting of the Texas Higher Education Coordinating Board, the notice must specify as the location of the meeting a suitable conference or meeting room at the offices of the Texas Higher Education Coordinating Board or at an institution of higher education.

(f) Each part of the telephone conference call meeting that is required to be open to the public must be:

(1) audible to the public at the location specified in the notice of the meeting as the location of the meeting;

(2) broadcast over the Internet in the manner prescribed by Section [551.128](#); and

(3) recorded and made available to the public in an online archive located on the Internet website of the entity holding the meeting.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by Acts 2003, 78th Leg., ch. 1266, Sec. 4.05, 4.06, eff. June 20, 2003.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 538 (S.B. [1046](#)), Sec. 2, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. 538 (S.B. [1046](#)), Sec. 3, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. 778 (H.B. [3827](#)), Sec. 2, eff. June 15, 2007.

Acts 2007, 80th Leg., R.S., Ch. 778 (H.B. [3827](#)), Sec. 3, eff. June 15, 2007.

Reenacted by Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. [1969](#)), Sec. 11.013, eff. September 1, 2009.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. [1969](#)), Sec. 11.014, eff. September 1, 2009.

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. [471](#)), Sec. 11, eff. May 18, 2013.

Acts 2015, 84th Leg., R.S., Ch. 1127 (S.B. [27](#)), Sec. 1, eff. September 1, 2015.

Sec. 551.122. GOVERNING BOARD OF JUNIOR COLLEGE DISTRICT: QUORUM PRESENT AT ONE LOCATION. (a) This chapter does not prohibit the governing board of a junior college district from holding an open or closed meeting by telephone conference call.

(b) A meeting held by telephone conference call authorized by this section may be held only if a quorum of the governing board is physically present at the location where meetings of the board are usually held.

(c) The telephone conference call meeting is subject to the notice requirements applicable to other meetings.

(d) Each part of the telephone conference call meeting that is required to be open to the public shall be audible to the public at the location where the quorum is present and shall be recorded. The recording shall be made available to the public.

(e) The location of the meeting shall provide two-way communication during the entire telephone conference call meeting, and the identification of each party to the telephone conference shall be clearly stated before the party speaks.

(f) The authority provided by this section is in addition to the authority provided by Section [551.121](#).

(g) A member of a governing board of a junior college district who participates in a board meeting by telephone conference call but is not physically present at the location of the meeting is considered to be absent from the meeting for purposes of Section [130.0845](#), Education Code.

Added by Acts 2007, 80th Leg., R.S., Ch. 778 (H.B. [3827](#)), Sec. 1, eff. June 15, 2007.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. [471](#)), Sec. 12, eff. May 18, 2013.

Sec. 551.123. TEXAS BOARD OF CRIMINAL JUSTICE. (a) The Texas Board of Criminal Justice may hold an open or closed emergency meeting by telephone conference call.

(b) The portion of the telephone conference call meeting that is open shall be recorded. The recording shall be made available to be heard by the public at one or more places designated by the board.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.124. BOARD OF PARDONS AND PAROLES. At the call of the presiding officer of the Board of Pardons and Paroles, the board may hold a hearing on clemency matters by telephone conference call.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by Acts 1997, 75th Leg., ch. 165, Sec. 12.16, eff. Sept. 1, 1997.

Sec. 551.125. OTHER GOVERNMENTAL BODY. (a) Except as otherwise provided by this subchapter, this chapter does not prohibit a governmental body from holding an open or closed meeting by telephone conference call.

(b) A meeting held by telephone conference call may be held only if:

(1) an emergency or public necessity exists within the meaning of Section [551.045](#) of this chapter; and

(2) the convening at one location of a quorum of the governmental body is difficult or impossible; or

(3) the meeting is held by an advisory board.

(c) The telephone conference call meeting is subject to the notice requirements applicable to other meetings.

(d) The notice of the telephone conference call meeting must specify as the location of the meeting the location where meetings of the governmental body are usually held.

(e) Each part of the telephone conference call meeting that is required to be open to the public shall be audible to the public at the location specified in the notice of the meeting as the location of the

meeting and shall be recorded. The recording shall be made available to the public.

(f) The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call meeting and the identification of each party to the telephone conference shall be clearly stated prior to speaking.

Added by Acts 1995, 74th Leg., ch. 1046, Sec. 1, eff. Aug. 28, 1995.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. [471](#)), Sec. 13, eff. May 18, 2013.

Sec. 551.126. HIGHER EDUCATION COORDINATING BOARD. (a) In this section, "board" means the Texas Higher Education Coordinating Board.

(b) The board may hold an open meeting by telephone conference call or video conference call in order to consider a higher education impact statement if the preparation of a higher education impact statement by the board is to be provided under the rules of either the house of representatives or the senate.

(c) A meeting held by telephone conference call must comply with the procedures described in Section [551.125](#).

(d) A meeting held by video conference call is subject to the notice requirements applicable to other meetings. In addition, a meeting held by video conference call shall:

- (1) be visible and audible to the public at the location specified in the notice of the meeting as the location of the meeting;
- (2) be recorded by audio and video; and
- (3) have two-way audio and video communications with each participant in the meeting during the entire meeting.

Added by Acts 1997, 75th Leg., ch. 944, Sec. 1, eff. June 18, 1997.

Sec. 551.127. VIDEOCONFERENCE CALL. (a) Except as otherwise provided by this section, this chapter does not prohibit a governmental body from holding an open or closed meeting by videoconference call.

(a-1) A member or employee of a governmental body may participate remotely in a meeting of the governmental body by means of a videoconference call if the video and audio feed of the member's or employee's participation, as applicable, is broadcast live at the meeting and complies with the provisions of this section.

(a-2) A member of a governmental body who participates in a meeting as provided by Subsection (a-1) shall be counted as present at the meeting for all purposes.

(a-3) A member of a governmental body who participates in a meeting by videoconference call shall be considered absent from any portion of the meeting during which audio or video communication with the member is lost or disconnected. The governmental body may continue the meeting only if a quorum of the body remains present at the meeting location or, if applicable, continues to participate in a meeting conducted under Subsection (c).

(b) A meeting may be held by videoconference call only if a quorum of the governmental body is physically present at one location of the meeting, except as provided by Subsection (c).

(c) A meeting of a state governmental body or a governmental body that extends into three or more counties may be held by videoconference call only if the member of the governmental body presiding over the meeting is physically present at one location of the meeting that is open to the public during the open portions of the meeting.

(d) A meeting held by videoconference call is subject to the notice requirements applicable to other meetings in addition to the notice requirements prescribed by this section.

(e) The notice of a meeting to be held by videoconference call must specify as a location of the meeting the location where a quorum of the governmental body will be physically present and specify the intent to have a quorum present at that location, except that the notice of a meeting to be held by videoconference call under Subsection (c) must specify as a location of the meeting the location where the member of the governmental body presiding over the meeting will be physically present and specify the intent to have the member of the governmental body presiding over the meeting present at that location. The location where the member of the governmental body presiding over the meeting is physically present shall be open to the public during the open portions of the meeting.

(f) Each portion of a meeting held by videoconference call that is required to be open to the public shall be visible and audible to the public at the location specified under Subsection (e). If a problem occurs that causes a meeting to no longer be visible and audible to the public at that location, the meeting must be recessed until the problem is resolved. If the problem is not resolved in six hours or less, the meeting must be adjourned.

(g) The governmental body shall make at least an audio recording of the meeting. The recording shall be made available to the public.

(h) The location specified under Subsection (e), and each remote location from which a member of the governmental body participates, shall have two-way audio and video communication with each other location during the entire meeting. The face of each participant in the videoconference call, while that participant is speaking, shall be clearly visible, and the voice audible, to each other participant and, during the open portion of the meeting, to the members of the public in attendance at the physical location described by Subsection (e) and at any other location of the meeting that is open to the public.

(i) The Department of Information Resources by rule shall specify minimum standards for audio and video signals at a meeting held by videoconference call. The quality of the audio and video signals perceptible at each location of the meeting must meet or exceed those standards.

(j) The audio and video signals perceptible by members of the public at each location of the meeting described by Subsection (h) must be of sufficient quality so that members of the public at each location can observe the demeanor and hear the voice of each participant in the open portion of the meeting.

(k) Without regard to whether a member of the governmental body is participating in a meeting from a remote location by videoconference call, a governmental body may allow a member of the public to testify at a meeting from a remote location by videoconference call.

Added by Acts 1997, 75th Leg., ch. 1038, Sec. 2, eff. Sept. 1, 1997.

Renumbered from Sec. 551.126 by Acts 1999, 76th Leg., ch. 62, Sec.

19.01(50), eff. Sept. 1, 1999. Amended by Acts 2001, 77th Leg., ch. 630, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 159 (S.B. [984](#)), Sec. 1, eff. September 1, 2013.

Acts 2013, 83rd Leg., R.S., Ch. 685 (H.B. [2414](#)), Sec. 2, eff. June 14, 2013.

Reenacted and amended by Acts 2017, 85th Leg., R.S., Ch. 884 (H.B. [3047](#)), Sec. 1, eff. September 1, 2017.

Sec. 551.128. INTERNET BROADCAST OF OPEN MEETING. (a) In this section, "Internet" means the largest nonproprietary cooperative public

computer network, popularly known as the Internet.

(b) Except as provided by Subsection (b-1) and subject to the requirements of this section, a governmental body may broadcast an open meeting over the Internet.

(b-1) A transit authority or department subject to Chapter 451, 452, 453, or 460, Transportation Code, an elected school district board of trustees for a school district that has a student enrollment of 10,000 or more, an elected governing body of a home-rule municipality that has a population of 50,000 or more, or a county commissioners court for a county that has a population of 125,000 or more shall:

(1) make a video and audio recording of reasonable quality of each:

(A) regularly scheduled open meeting that is not a work session or a special called meeting; and

(B) open meeting that is a work session or special called meeting if:

(i) the governmental body is an elected school district board of trustees for a school district that has a student enrollment of 10,000 or more; and

(ii) at the work session or special called meeting, the board of trustees votes on any matter or allows public comment or testimony; and

(2) make available an archived copy of the video and audio recording of each meeting described by Subdivision (1) on the Internet.

(b-2) A governmental body described by Subsection (b-1) may make available the archived recording of a meeting required by Subsection (b-1) on an existing Internet site, including a publicly accessible video-sharing or social networking site. The governmental body is not required to establish a separate Internet site and provide access to archived recordings of meetings from that site.

(b-3) A governmental body described by Subsection (b-1) that maintains an Internet site shall make available on that site, in a conspicuous manner:

(1) the archived recording of each meeting to which Subsection (b-1) applies; or

(2) an accessible link to the archived recording of each such meeting.

(b-4) A governmental body described by Subsection (b-1) shall:

(1) make the archived recording of each meeting to which Subsection (b-1) applies available on the Internet not later than seven

days after the date the recording was made; and

(2) maintain the archived recording on the Internet for not less than two years after the date the recording was first made available.

(b-5) A governmental body described by Subsection (b-1) is exempt from the requirements of Subsections (b-2) and (b-4) if the governmental body's failure to make the required recording of a meeting available is the result of a catastrophe, as defined by Section 551.0411, or a technical breakdown. Following a catastrophe or breakdown, a governmental body must make all reasonable efforts to make the required recording available in a timely manner.

(b-6) A governmental body described by Subsection (b-1) may broadcast a regularly scheduled open meeting of the body on television.

(c) Except as provided by Subsection (b-2), a governmental body that broadcasts a meeting over the Internet shall establish an Internet site and provide access to the broadcast from that site. The governmental body shall provide on the Internet site the same notice of the meeting that the governmental body is required to post under Subchapter C. The notice on the Internet must be posted within the time required for posting notice under Subchapter C.

Added by Acts 1999, 76th Leg., ch. 100, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2015, 84th Leg., R.S., Ch. 681 (H.B. 283), Sec. 1, eff. January 1, 2016.

Acts 2017, 85th Leg., R.S., Ch. 1147 (H.B. 523), Sec. 1, eff. September 1, 2017.

Sec. 551.1281. GOVERNING BOARD OF GENERAL ACADEMIC TEACHING INSTITUTION OR UNIVERSITY SYSTEM: INTERNET POSTING OF MEETING MATERIALS AND BROADCAST OF OPEN MEETING. (a) In this section, "general academic teaching institution" and "university system" have the meanings assigned by Section 61.003, Education Code.

(b) The governing board of a general academic teaching institution or of a university system that includes one or more component general academic teaching institutions, for any regularly scheduled meeting of the governing board for which notice is required under this chapter, shall:

(1) post as early as practicable in advance of the meeting on the Internet website of the institution or university system, as applicable, any written agenda and related supplemental written materials provided to

the governing board members in advance of the meeting by the institution or system for the members' use during the meeting;

(2) broadcast the meeting, other than any portions of the meeting closed to the public as authorized by law, over the Internet in the manner prescribed by Section 551.128; and

(3) record the broadcast and make that recording publicly available in an online archive located on the institution's or university system's Internet website.

(c) Subsection (b)(1) does not apply to written materials that the general counsel or other appropriate attorney for the institution or university system certifies are confidential or may be withheld from public disclosure under Chapter 552.

(d) The governing board of a general academic teaching institution or of a university system is not required to comply with the requirements of this section if that compliance is not possible because of an act of God, force majeure, or a similar cause not reasonably within the governing board's control.

Added by Acts 2013, 83rd Leg., R.S., Ch. 842 (H.B. 31), Sec. 1, eff. June 14, 2013.

Sec. 551.1282. GOVERNING BOARD OF JUNIOR COLLEGE DISTRICT: INTERNET POSTING OF MEETING MATERIALS AND BROADCAST OF OPEN MEETING. (a) This section applies only to the governing board of a junior college district with a total student enrollment of more than 20,000 in any semester of the preceding academic year.

(b) A governing board to which this section applies, for any regularly scheduled meeting of the governing board for which notice is required under this chapter, shall:

(1) post as early as practicable in advance of the meeting on the Internet website of the district any written agenda and related supplemental written materials provided by the district to the board members for the members' use during the meeting;

(2) broadcast the meeting, other than any portions of the meeting closed to the public as authorized by law, over the Internet in the manner prescribed by Section 551.128; and

(3) record the broadcast and make that recording publicly available in an online archive located on the district's Internet website.

(c) Subsection (b)(1) does not apply to written materials that the general counsel or other appropriate attorney for the district certifies

are confidential or may be withheld from public disclosure under Chapter 552.

(d) The governing board of a junior college district is not required to comply with the requirements of this section if that compliance is not possible because of an act of God, force majeure, or a similar cause not reasonably within the governing board's control.

Added by Acts 2013, 83rd Leg., R.S., Ch. 690 (H.B. 2668), Sec. 1, eff. June 14, 2013.

Sec. 551.1283. GOVERNING BODY OF CERTAIN WATER DISTRICTS: INTERNET POSTING OF MEETING MATERIALS; RECORDING OF CERTAIN HEARINGS. (a) This section only applies to a special purpose district subject to Chapter 51, 53, 54, or 55, Water Code, that has a population of 500 or more.

(b) On written request of a district resident made to the district not later than the third day before a public hearing to consider the adoption of an ad valorem tax rate, the district shall make an audio recording of reasonable quality of the hearing and provide the recording to the resident in an electronic format not later than the fifth business day after the date of the hearing. The district shall maintain a copy of the recording for at least one year after the date of the hearing.

(c) A district shall post the minutes of the meeting of the governing body to the district's Internet website if the district maintains an Internet website.

Added by Acts 2019, 86th Leg., R.S., Ch. 105 (S.B. 239), Sec. 2, eff. September 1, 2019.

Sec. 551.129. CONSULTATIONS BETWEEN GOVERNMENTAL BODY AND ITS ATTORNEY. (a) A governmental body may use a telephone conference call, video conference call, or communications over the Internet to conduct a public consultation with its attorney in an open meeting of the governmental body or a private consultation with its attorney in a closed meeting of the governmental body.

(b) Each part of a public consultation by a governmental body with its attorney in an open meeting of the governmental body under Subsection (a) must be audible to the public at the location specified in the notice of the meeting as the location of the meeting.

(c) Subsection (a) does not:

(1) authorize the members of a governmental body to conduct a meeting of the governmental body by telephone conference call, video

conference call, or communications over the Internet; or

(2) create an exception to the application of this subchapter.

(d) Subsection (a) does not apply to a consultation with an attorney who is an employee of the governmental body.

(e) For purposes of Subsection (d), an attorney who receives compensation for legal services performed, from which employment taxes are deducted by the governmental body, is an employee of the governmental body.

(f) Subsection (d) does not apply to:

(1) the governing board of an institution of higher education as defined by Section 61.003, Education Code; or

(2) the Texas Higher Education Coordinating Board.

Added by Acts 2001, 77th Leg., ch. 50, Sec. 1, eff. May 7, 2001.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 538 (S.B. 1046), Sec. 4, eff. September 1, 2007.

Sec. 551.130. BOARD OF TRUSTEES OF TEACHER RETIREMENT SYSTEM OF TEXAS: QUORUM PRESENT AT ONE LOCATION. (a) In this section, "board" means the board of trustees of the Teacher Retirement System of Texas.

(b) This chapter does not prohibit the board or a board committee from holding an open or closed meeting by telephone conference call.

(c) The board or a board committee may hold a meeting by telephone conference call only if a quorum of the applicable board or board committee is physically present at one location of the meeting.

(d) A telephone conference call meeting is subject to the notice requirements applicable to other meetings. The notice must also specify:

(1) the location of the meeting where a quorum of the board or board committee, as applicable, will be physically present; and

(2) the intent to have a quorum present at that location.

(e) The location where a quorum is physically present must be open to the public during the open portions of a telephone conference call meeting. The open portions of the meeting must be audible to the public at the location where the quorum is present and be recorded at that location. The recording shall be made available to the public.

(f) The location of the meeting shall provide two-way communication during the entire telephone conference call meeting, and the identification of each party to the telephone conference call must be clearly stated before the party speaks.

(g) The authority provided by this section is in addition to the authority provided by Section [551.125](#).

(h) A member of the board who participates in a board or board committee meeting by telephone conference call but is not physically present at the location of the meeting is not considered to be absent from the meeting for any purpose. The vote of a member of the board who participates in a board or board committee meeting by telephone conference call is counted for the purpose of determining the number of votes cast on a motion or other proposition before the board or board committee.

(i) A member of the board may participate remotely by telephone conference call instead of by being physically present at the location of a board meeting for not more than one board meeting per calendar year. A board member who participates remotely in any portion of a board meeting by telephone conference call is considered to have participated in the entire board meeting by telephone conference call. For purposes of the limit provided by this subsection, remote participation by telephone conference call in a meeting of a board committee does not count as remote participation by telephone conference call in a meeting of the board, even if:

(1) a quorum of the full board attends the board committee meeting; or

(2) notice of the board committee meeting is also posted as notice of a board meeting.

(j) A person who is not a member of the board may speak at the meeting from a remote location by telephone conference call.

Added by Acts 2011, 82nd Leg., R.S., Ch. 455 (S.B. [1667](#)), Sec. 3, eff. September 1, 2011.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. [471](#)), Sec. 14, eff. May 18, 2013.

Acts 2013, 83rd Leg., R.S., Ch. 1078 (H.B. [3357](#)), Sec. 1, eff. June 14, 2013.

Sec. 551.131. WATER DISTRICTS. (a) In this section, "water district" means a river authority, groundwater conservation district, water control and improvement district, or other district created under Section [52](#), Article III, or Section [59](#), Article XVI, Texas Constitution.

(b) This section applies only to a water district whose territory includes land in three or more counties.

(c) A meeting held by telephone conference call or video conference call authorized by this section may be held only if:

(1) the meeting is a special called meeting and immediate action is required; and

(2) the convening at one location of a quorum of the governing body of the applicable water district is difficult or impossible.

(d) A meeting held by telephone conference call must otherwise comply with the procedures under Sections 551.125(c), (d), (e), and (f).

(e) A meeting held by video conference call is subject to the notice requirements applicable to other meetings. In addition, a meeting held by video conference call shall:

(1) be visible and audible to the public at the location specified in the notice of the meeting as the location of the meeting;

(2) be recorded by audio and video; and

(3) have two-way audio and video communications with each participant in the meeting during the entire meeting.

Added by Acts 2013, 83rd Leg., R.S., Ch. 20 (S.B. 293), Sec. 1, eff. May 10, 2013.

SUBCHAPTER G. ENFORCEMENT AND REMEDIES; CRIMINAL VIOLATIONS

Sec. 551.141. ACTION VOIDABLE. An action taken by a governmental body in violation of this chapter is voidable.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Sec. 551.142. MANDAMUS; INJUNCTION. (a) An interested person, including a member of the news media, may bring an action by mandamus or injunction to stop, prevent, or reverse a violation or threatened violation of this chapter by members of a governmental body.

(b) The court may assess costs of litigation and reasonable attorney fees incurred by a plaintiff or defendant who substantially prevails in an action under Subsection (a). In exercising its discretion, the court shall consider whether the action was brought in good faith and whether the conduct of the governmental body had a reasonable basis in law.

(c) The attorney general may bring an action by mandamus or injunction to stop, prevent, or reverse a violation or threatened violation of Section 551.045(a-1) by members of a governmental body.

(d) A suit filed by the attorney general under Subsection (c) must be filed in a district court of Travis County.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 462 (S.B. 494), Sec. 3, eff. September 1, 2019.

Sec. 551.143. PROHIBITED SERIES OF COMMUNICATIONS; OFFENSE; PENALTY.

(a) A member of a governmental body commits an offense if the member:

(1) knowingly engages in at least one communication among a series of communications that each occur outside of a meeting authorized by this chapter and that concern an issue within the jurisdiction of the governmental body in which the members engaging in the individual communications constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of members; and

(2) knew at the time the member engaged in the communication that the series of communications:

(A) involved or would involve a quorum; and

(B) would constitute a deliberation once a quorum of members engaged in the series of communications.

(b) An offense under Subsection (a) is a misdemeanor punishable by:

(1) a fine of not less than \$100 or more than \$500;

(2) confinement in the county jail for not less than one month or more than six months; or

(3) both the fine and confinement.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 645 (S.B. 1640), Sec. 2, eff. June 10, 2019.

Acts 2019, 86th Leg., R.S., Ch. 645 (S.B. 1640), Sec. 3, eff. June 10, 2019.

Sec. 551.144. CLOSED MEETING; OFFENSE; PENALTY. (a) A member of a governmental body commits an offense if a closed meeting is not permitted under this chapter and the member knowingly:

(1) calls or aids in calling or organizing the closed meeting, whether it is a special or called closed meeting;

(2) closes or aids in closing the meeting to the public, if it is a regular meeting; or

(3) participates in the closed meeting, whether it is a regular, special, or called meeting.

(b) An offense under Subsection (a) is a misdemeanor punishable by:

(1) a fine of not less than \$100 or more than \$500;

(2) confinement in the county jail for not less than one month or more than six months; or

(3) both the fine and confinement.

(c) It is an affirmative defense to prosecution under Subsection (a) that the member of the governmental body acted in reasonable reliance on a court order or a written interpretation of this chapter contained in an opinion of a court of record, the attorney general, or the attorney for the governmental body.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by Acts 1999, 76th Leg., ch. 647, Sec. 3, eff. Aug. 30, 1999.

Sec. 551.145. CLOSED MEETING WITHOUT CERTIFIED AGENDA OR RECORDING; OFFENSE; PENALTY. (a) A member of a governmental body commits an offense if the member participates in a closed meeting of the governmental body knowing that a certified agenda of the closed meeting is not being kept or that a recording of the closed meeting is not being made.

(b) An offense under Subsection (a) is a Class C misdemeanor.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. [471](#)), Sec. 15, eff. May 18, 2013.

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. [471](#)), Sec. 16, eff. May 18, 2013.

Sec. 551.146. DISCLOSURE OF CERTIFIED AGENDA OR RECORDING OF CLOSED MEETING; OFFENSE; PENALTY; CIVIL LIABILITY. (a) An individual, corporation, or partnership that without lawful authority knowingly discloses to a member of the public the certified agenda or recording of a meeting that was lawfully closed to the public under this chapter:

(1) commits an offense; and

(2) is liable to a person injured or damaged by the disclosure for:

(A) actual damages, including damages for personal injury or damage, lost wages, defamation, or mental or other emotional distress;

(B) reasonable attorney fees and court costs; and

(C) at the discretion of the trier of fact, exemplary damages.

(b) An offense under Subsection (a)(1) is a Class B misdemeanor.

(c) It is a defense to prosecution under Subsection (a)(1) and an affirmative defense to a civil action under Subsection (a)(2) that:

(1) the defendant had good reason to believe the disclosure was lawful; or

(2) the disclosure was the result of a mistake of fact concerning the nature or content of the certified agenda or recording.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. [471](#)), Sec. 17, eff. May 18, 2013.

Acts 2013, 83rd Leg., R.S., Ch. 87 (S.B. [471](#)), Sec. 18, eff. May 18, 2013.



Dayton Community Development Corporation

March 9, 2020

Contact - Rudy Zepeda, Ann Marie Miller

ITEM:

Discussion and possible action on entering into a depository contract for the 2020-2022 Fiscal Years (Rudy Zepeda).

SUMMARY

An RFP was published last month as our current depository contract with First Liberty Bank concludes this month.

The RFP is intended to serve as the proposal form for the Depository Contract. There are several blanks to fill in and questions to be answered. The Depository Contract was prepared by the DCDC and its authorized individuals.

In order to receive DCDC consideration, the Bank must state all points and attach all requested materials to its reply. The DCDC desires to enter into a contract that will maximize the DCDC's interests. Any banking institution should determine the merit of the contract to the institution, a matter upon which the DCDC cannot offer an opinion or any comment.

The contract period will be two (2) years beginning in April 1st of 2020 (if approved by the DCDC Board at their MARCH meeting) and ending March 31st of 2022, with an option to extend the contract for one (1) additional year if mutually agreeable by both the Bank and the DCDC for no more than three total years.

At the time of renewal, changes may be made by the DCDC or the Bank to meet required market conditions or other necessary changes. All changes must be agreed upon in advance and authorized in writing by both the Bank and the DCDC. In addition, either party upon thirty (30) days written notice may cancel this contract.

At the outset, the DCDC wishes to communicate the primary objectives of the Depository Contract, an important component of the overall treasury and debt management program of the DCDC.

BACKGROUND/HISTORY

On March 6, 2020, two bids were opened. These bids were submitted by First Liberty National Bank and Allegiance Bank.

Mr. Zepeda is reviewing the bids and will make a recommendation to the board after review and analysis.

STAFF REVIEW AND ANALYSIS

FINANCIAL IMPACT

POSSIBLY ACTIONS

Approve a depository contract for the 2020-2022 Fiscal Years.

Take No Action.

Start RFP Process again.

STAFF RECOMMENDATIONS

Approve the recommendation of Mr. Zepeda.



Dayton Community Development Corporation

March 9, 2020

Contact - Ann Marie Miller

ITEM:

Discussion and possible action on the International Council of Shopping Centers ReCon Conference.

SUMMARY

The International Council of Shopping Centers hosts their annual conference ReCon in May each year. This conference is the largest gathering of retailers and developers in the world.

The 2020 Conference is planned for May 17-19, 2020 at the Las Vegas Convention Center. The conference committee may change or cancel the conference depending on advice from the CDC regarding COVID-19.

Dayton plans to attend the conference at this time and is in the process of developing a team of 4-5 people who will attend the conference, depending on their areas of expertise.

The team will start coordinating their travel, organization of meetings, and making all the proper arrangements the week of March 16th. Attendees should expect to be available May 16 through May 20 and must be capable of working daily from 7 am until 9 pm. Attendees may walk up to 15 miles per day and shall plan to wear business attire.

BACKGROUND/HISTORY

STAFF REVIEW AND ANALYSIS

FINANCIAL IMPACT

TBD

POSSIBLY ACTIONS

DCDC should recommend 1-2 board members to participate in ICSC ReCon.

STAFF RECOMMENDATIONS



Dayton Community Development Corporation

March 9, 2020

Contact - Ann Marie Miller

ITEM:

Discussion and possible action on the Dayton Community Development Corporation Business Retention & Expansion Program.

SUMMARY

One of the strategic goals of the organization is to implement a successful Business Retention & Expansion program. DCDC Staff has created a draft program that addresses the needs and vision for the BRE Program, sets measurable goals, and includes an implementation timeline for board approval.

BACKGROUND/HISTORY

STAFF REVIEW AND ANALYSIS

FINANCIAL IMPACT

FY 19-20 Budget Includes \$3,000 for BRE and \$5,000 for Business/Industry Event.

POSSIBLY ACTIONS

Approve the Business Retention & Expansion Program as presented.
Amend and Approve the Business Retention & Expansion Program.
Take No Action.

STAFF RECOMMENDATIONS

Approve the Business Retention & Expansion Program.

ATTACHMENTS:

Description	Type	Upload Date
-------------	------	-------------

DRAFT

Business Retention & Expansion Program

2020

DRAFT



Business Retention & Expansion Program

Purpose

The purpose of the Business Retention & Expansion Program is to strengthen the Dayton area economy through outreach and growth of existing local businesses.

Business Categories

Tier 1

Tier 1 businesses consist of businesses with at least 51 employees. A company with less than 51 employees may also be included as a Tier 1 business if they are a significant contributor of sales tax revenue or has a significant property tax valuation in the City of Dayton.

Tier 2

Tier 2 businesses consist of businesses with at least 25 but less than 51 employees.

Tier 3

Tier 3 businesses consist of businesses with less than 25 employees.

Program Activities

- **E-Survey** – The E-Survey will be used to gather information about business activity in Dayton, help categorize area businesses into tiers, track trends, and provide an overview of the perception businesses have about Dayton.
- **In-Person Visit/Survey** – These visits will allow DCDC representatives the ability to fully understand the operations and needs of the specific business and provide an opportunity for the business to explain any issues or concerns. A more in-depth survey will be conducted as part of these visits.

- **Touchpoints** – Touchpoints consist of meetings, phone calls, in-person conversations, or email conversations. These interactions may occur at other events and are generally less in-depth in nature than surveys or in-person visits.
- **Tax Revenue Analysis** – DCDC should track potential changes in the business economy with data not provided by the business through surveys, tours, or touchpoints. Changes in sales tax revenue and property tax valuations can indicate business expansion or contraction. When revenue or valuations increase or decrease by 10-15%, touchpoints and in-person visit attempts shall be initiated by DCDC.
- **Business Recognition/Appreciation Activities** – As DCDC establishes relationships with area businesses, DCDC, with their permission, will recognize them and feature them on social media platforms and through other avenues, i.e., our guest at chamber luncheon. Small gatherings of similar Tier 1 and Tier 2 businesses or businesses with common concerns/issues, i.e., worker safety, shoplifting, will be held.

Goals

- 1) E-Survey sent to Tier 1 and Tier 2 businesses twice a year.
- 2) E-Survey sent to Tier 3 businesses once a year.
- 3) In-Person Visit/Survey conducted with at least 75% of Tier 1 businesses twice a year.
- 4) In-Person Visit/Survey conducted with at least 70% of Tier 2 businesses once a year.
- 5) Two touchpoints with Tier 1 businesses each month.
- 6) Two touchpoints with Tier 2 businesses each month.
- 7) Five touchpoints with Tier 3 businesses each month.
- 8) Quarterly review and analysis of business sales tax revenue for Tier 1 and Tier 2 businesses.
- 9) Annual review and analysis of business property tax valuations for Tier 1 and Tier 2 businesses.
- 10) At least four business gatherings held a year.
- 11) At least eight business recognition/appreciation activities outside of gatherings a year.

Implementation Timeline

March

E-Survey sent to all Dayton area businesses

Initial review of sales tax revenue and property tax valuations of businesses

Categorization of businesses into Tiers

April – May

In-Person Visits/Surveys

Touchpoints

Business recognition/appreciation activity

Business gathering

Business Retention & Expansion Program

June

Quarterly review and analysis of business sales tax revenue
Sales tax revenue triggered visits and touchpoints

July – August

In-Person Visits/Surveys
Touchpoints
Business recognition/appreciation activity
Business gathering

DRAFT

September

Annual review and analysis of business property tax valuations
Property tax valuation triggered visits and touchpoints
E-survey sent to Tier 1 and Tier 2 businesses
Quarterly review and analysis of business sales tax revenue
Sales tax revenue triggered visits and touchpoints

October – November

In-Person Visits/Surveys
Touchpoints
Business recognition/appreciation activity
Business gathering

December

Quarterly review and analysis of business sales tax revenue
Sales tax revenue triggered visits and touchpoints
Holiday Event with DCDC Board and businesses

January – February

In-Person Visits/Surveys
Touchpoints
Business recognition/appreciation activity
Business gathering
E-Survey review and update