

## Subcommittees and Public Meeting Law

Guidance provided by Kristina Kraaz, Asst. City Attorney

Summarized from meeting notes by Mindy Linder, SAC Staff Liaison

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Public Meeting Law requires that all deliberations/discussion on a topic that relates to any work\* performed by a governing body (such as the SAC) be done with a quorum of that governing body in a noticed public meeting. This is for the sake of transparency.

A subcommittee is any group of 2 or more people responsible for carrying out a decision on behalf of the governing body, such as the HAG or Mayor's Art Show subcommittees.

\*Work of the governing body of the SAC includes, for example, the award of \$100 to three artists in the Mayor's Art Show. This is work which results with a final decision on behalf of the SAC via the subcommittee for Mayor's Art Show that includes:

- Step 1:
  - Development of a score sheet/rubric\*\*
    - This may be a task assigned to one person to create. A draft can be submitted to the Staff Liaison to disseminate to the group via email, though no questions/comments may be shared outside of a noticed public meeting.
  - Noticed public meeting to review/update/approve score sheet/rubric.
    - A noticed public meeting must be held to review/pose or answer questions/make changes/approve the final score sheet and rubric.
- Step 2:
  - Individual committee members can arrange to visit the EAC for In-person review and score artist work
    - Each individual should bring a physical or digital copy of the score sheet and rubric to assess each artist/artwork.
  - Score sheets must be emailed to the Staff Liaison upon completion (scan pdf of printed/handwritten sheets).
    - These are subject to public records law and must be saved though not necessarily shared/posted publicly.
    - If requested by the subcommittee, the Staff Liaison can put together score sheets in a subcommittee packet for the noticed subcommittee meeting.
- Step 3:
  - Deliberation and decision of three artist awards
    - The subcommittee arranges a noticed public meeting (per the checklist) which does not need to include the Staff Liaison.
    - The subcommittee, per the checklist, must record minutes\*\*\* that includes the substance of the discussion and any motions/decisions.
    - The minutes should be emailed to the Staff Liaison.

\*\* Creating tools that relate to SAC work:

- Tasks related to initial drafts and/or identifying resources and examples can be delegated to a single individual. Individual work can be done outside of a meeting and shared with the group at a noticed public meeting for review/changes/approval.
  - Google Docs can be used to draft project tasks though no real-time or asynchronous deliberations/collaboration can occur outside of a noticed public meeting.
  - It is possible that a second person could be involved in collaboration so long as two individuals don't constitute a quorum, and so long as neither individual is engaging/conversing with other subcommittee members on the topic (want to avoid 'cereal deliberation'.)

\*\*\*Minutes for the Mayor's Art Show (or any other) subcommittee should include the substance of the discussion and any motions/decisions. Individual subcommittee members can choose to share as much or as little of their documentation as is needed to formulate a group decision. Remember that the score sheets need to be sent to the Staff Liaison as public record (but don't need to be posted publicly).

#### HELPFUL NOTES ABOUT EMAIL:

- When the Staff Liaison emails an entire subcommittee and/or the entire commission, please respond individually. Do not reply all with questions/answers as this can constitute as deliberation.
- The subcommittee or entire commission can deliberate about meeting date/time (scheduling) and agenda setting, but cannot engage in discussion about any specific agenda item.