

Changes to Louisiana's Open Meetings Law, effective 08-01-14:

Meeting notices must be posted 24 hours in advance of the meeting. **What is new:** As of August 1, 2014, the public body cannot include Saturdays, Sundays and legal holidays in calculating the 24 hours. That is, if an open meeting is scheduled to be held on Monday at 1 PM, the notice must be posted by Friday at 12:59 PM (unless Friday is a holiday, obviously). See [Act 628 of 2014](#).

The meeting notice must be posted on the public body's website (if it has one), in addition to posting the notice at the principal office of the public body and sending the notice to people who requested it. See [Act 747 of 2012](#) (codified at [R.S. 42:19\(A\)\(2\)\(a\)](#)). The notice shall include the agenda, date, time, and place of the meeting and the agenda shall not be changed less than twenty-four hours prior to the meeting. Please note the additional requirements contained in [R.S. 42:19](#) (e.g., executive sessions, discussing an item not on the agenda).

The public body shall keep meeting minutes which shall include the items listed in [R.S. 42:20](#) (e.g., date, time, place of the meeting; members recorded as present or absent; substance of matters decided and a record of votes taken; other info that the public body requests to be included or reflected in the minutes.) **What is new:** As of August 1, 2014, the meeting minutes **must** be posted on the public body's website "within a reasonable time after the meeting" and **must** remain for at least three months after the posting. See [Act 628 of 2014](#).

Public meetings may be audio or video recorded, filmed, or live broadcast. Only certain public bodies must audio/video record their meetings: any nonelected board or commission that has the authority to levy a tax must audio or video record or live broadcast its meetings. Note that if the public body chooses to tape the meetings (not recommended), those tapes are public record and must be preserved for at least 2 years. See [R.S. 42:23](#) and R.S. [44:36\(F\)](#), which were amended by [Act 363 of 2013](#).