

OPEN MEETINGS ACT

Posting Requirements



July 27, 2021

The Illinois Open Meetings Act (OMA), [5 ILCS 120/1 et seq.](#), requires public bodies to provide notice of meetings, and agendas of what will be discussed, to the public in advance of a meeting.

WHEN MUST THE NOTICE AND AGENDA BE POSTED?

REGULAR MEETINGS¹

- Notice of all regularly scheduled meetings must be provided annually, at the beginning of the calendar or fiscal year, with the regular dates, times and places.
- At least 48 hours before a regular meeting is held an agenda must be posted.
- Any notice and an agenda of a regular meeting that is posted on the website of a public body must remain posted on the website until the regular meeting is concluded.²

SPECIAL MEETINGS³

- At least 48 hours before a special meeting is held notice of the meeting must be posted.
- The notice must also include the agenda.

EMERGENCY MEETINGS⁴

- As soon as practicable, notice of an emergency meeting shall be given.
- While the Act does not directly require an agenda for emergency meetings, the Illinois Municipal League recommends that the matters to be discussed and any items for final action be included on an agenda and posted with the notice of the meeting.

RECONVENED MEETINGS⁵

- A reconvened meeting does not require additional notice if:
 1. It is to be reconvened within 24 hours; or
 2. An announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

RESCHEDULED MEETINGS⁶

- A rescheduled meeting requires notice and an agenda to be posted at least 48 hours before the meeting.

¹⁻⁶ [5 ILCS 120/2.02\(a\)](#).

WHERE MUST THE NOTICE BE POSTED?⁷

- Notice must be posted at the principal office of the body holding the meeting or, if no such office exists, at the building where the meeting will be held.
- In addition to the principal office or building where the meeting will be held, if a public body, such as a municipality, has a website that is maintained by full-time staff, notice and an agenda must be posted on the municipality's website of all meetings of the governing body, such as the city council or village board of trustees.

OTHER REQUIREMENTS

- The public body must provide copies of the notice of its regular, special, emergency, rescheduled or reconvened meetings to any news medium that has filed an annual request for such notice.
- One copy of any notice and agenda for a meeting must be continuously available for public review during the entire 48-hour period preceding the meeting. Posting of the notice and agenda on a website that is maintained by the public body satisfies the continuously available requirement.⁸
- If the entire schedule of regular meetings is going to be changed, as opposed to just rescheduling one meeting, 10 days' notice must be given of the change. Notice must be posted by publication in a newspaper, or posted in three prominent places within the governmental unit if the population of the public body is less than 500. Additionally, notice must be posted at the principal office of the public body or, if no such office exists, at the building in which the meeting is to be held. Notice of such change shall also be supplied to those news media which have filed an annual request for notice.⁹

SCHEDULE OF REGULAR MEETINGS¹⁰

- A public body must prepare a schedule of regular meetings at the beginning of each calendar or fiscal year. The schedule must state the regular dates, times and places of the meetings. If one of the regularly scheduled meetings falls on a legal holiday it may remain scheduled, but no other open meeting may be held on a legal holiday.
- If a public body has a website that is maintained by the full-time staff, the notice of the annual schedule of meetings must remain on the website until a new public notice of the regularly scheduled meetings is approved.

ADDITIONAL RESOURCES

The Illinois Municipal League (IML) has additional resources about OMA available, including:

- [The Sunshine Laws publication \(available for purchase via this link\)](#);
- [OMA Frequently Asked Questions \(available via this link\)](#); and,
- [IML Fact Sheet: Remote Meetings During Disaster Declarations \(available via this link\)](#).

⁷ [5 ILCS 120/2.02\(b\)](#).

⁸ [5 ILCS 120/2.02\(c\)](#).

⁹ [5 ILCS 120/2.03](#).

¹⁰ [5 ILCS 120/2.03](#).

