

Washington State Office of the Attorney General

Open Government Online training: Open Public Meetings

From website: <http://www.atg.wa.gov/open-government-training>

Online Training Curriculum. The online training curriculum is divided into four lessons. The first three address open government: (1) Open Government Overviews and General Principles, (2) Open Public Records, and **(3) Open Public Meetings**. Lesson (4) addresses Records Management and Retention. Agencies can use materials that fit their training requirements or needs.

Lesson (1) is a general introductory overview. It is offered to give background on open government laws generally.

Lessons (2) – (4) provide online training that complies with ESB 5964 (RCW 42.56.150, RCW 42.56.152 and RCW 42.30.205). **Online training Link: At minimum take lesson 3, Open Public Meetings.**

Finally, [this short video featuring Attorney General Bob Ferguson and Secretary of State Kim Wyman](#) also explains that this important training can be taken online.

Reminder: Laws Change. The Washington State Legislature can amend the sunshine and records management/retention laws. Courts also issue decisions interpreting these laws. Agencies should review current laws and decisions to determine if training materials they use are consistent with the current laws, and whether they should be updated. If there is a difference, the laws govern. Legislative updates will also be posted on this page.

Practice Tip: Document the Training. Agencies should determine which staff and/or officials are required to or should receive training. It is a good practice for agencies to document training provided or received by their staff or officials. See the [Open Government Trainings Q & A](#) for more details. This web page includes a sample training certificate and a sample training roster. Agencies can use other forms or procedures to document training.

Training requirement: Every member of a governing body of a public agency must complete training requirements on the OPMA within 90 days of assuming office or taking the oath of office, and at intervals of no more than four years as long as they remain in office.

- Sample training certificate: http://agportal-s3bucket.s3.amazonaws.com/uploadedfiles/Home/About_the_Office/Open_Government/Open_Government_Training/CERTIFICATE-OF-TRAINING-TEMPLATE.doc
- Sample training roster: http://agportal-s3bucket.s3.amazonaws.com/uploadedfiles/Home/About_the_Office/Open_Government/Open_Government_Training/OPEN-GOVERNMENT-TRAINING-ROSTER-TEMPLATE.doc

- See more at: <http://www.atg.wa.gov/open-government-training#sthash.DEEdLbpgl.dpuf>

After you document your training, please send a copy to Rictor rloverlie@fairpoint.net