## http://foia.ilattorneygeneral.net/pdf/FAQ\_OMA\_Government.pdf

1/8/2013

3

TRAINING FOR EMPLOYEES, OFFICERS

, AND

MEMBERS

Who needs to complete

the Public Access Counselor’s electronic

OMA

training?

Each public body must designate employees, officers or members to receive training on

compliance with the Open Meetings Act. The Public Access Counselor must provide an

electronic training program fo

r these individuals to take.

These individuals must

complete the Public Access Counselor electronic training annua

lly

.

In addition, beginning January 1, 2012,

all

e

lected or appointed members of a public

body subject to OMA must also complete the

electronic training and file a copy of

the certificate of completion with the public body once during their term of election

or appointment as follows:

•

Any person who is an elected or appointed member of a public body subject to the

Act

on

January 1, 2012

, must complete the electronic training between January 1,

2012, and January 1, 2013.

•

Any person who becomes an elected or appointed member of a public body

subject to the Act

after

January 1, 2012, must complete the electronic training no

later than the

90th day after taking the oath of office or, if not required to take an

oath of office, after otherwise assuming responsibilities as a member of the public

body.

Elected or appointed members need not complete the electronic training on an annual

basis th

ereafter unless they are also designated to receive training on compliance with the

Open Meetings Act.