

Open Meetings Act Training Requirement for Elected and Appointed Members of Public Bodies

Each elected or appointed member of a public body subject to OMA must complete OMA 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. 5 ILCS 120/1.05(b).

Each member successfully completing the electronic training curriculum shall file a copy of their certificate of completion with their public body. Certificates of completion can be found in the member's training account on the FOIA/OMA Training Portal. The Office of the Illinois Attorney General does not maintain copies of certificates and is unable to provide trainees or public bodies copies of certificates of completion.

Section 1.05(b) of OMA requires elected or appointed members to complete the OMA training one time. Members are not required to complete the electronic training on an annual basis thereafter unless they are designated by their public body to receive training on compliance with OMA under section 1.05(a) (*i.e.*, named as the OMA designee).

The Public Access Counselor's Office's OMA electronic training is available on the Office of the Illinois Attorney General's website:

<https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>

First, complete the information in the "Register for FOIA/OMA Training" section. Then, use the email address and password you selected to log in to the FOIA/OMA Training Portal. Select "Start new OMA Training."