



# KOMA / KORA OVERVIEW

**Boards/Commissions/Committees**



# KANSAS OPEN MEETINGS ACT

K.S.A. 75-4317 *et seq.*

# Subject to KOMA

- **The City Council, all Boards and Commissions of the City, and any committees of a public body are subject to KOMA**
- **Meetings are required to be open to the public**



# What is a meeting?

- **A gathering or assembly in person, through the use of a telephone, or any other medium for interactive communication**
- **By a majority of the membership of the body**
- **For the purpose of discussing the business or affairs of the body**



# “Serial Communications”

**Interactive Communication outside of a noticed meeting that could be considered a meeting if they:**

- **Collectively involve a majority of the membership of the body (Council or Commission/ Board)**
- **Shares a common topic of discussion, and**
- **Are intended by any or all participants to reach an agreement on a matter that requires binding action to be taken by the body**



# Notice

- **Meetings are not required to be noticed**
- **Individuals must request notice of meetings; requests are valid for 1 fiscal year**
- **The City notices public meetings on the website and through e-blasts**



# Meeting Conduct

- **KOMA does not address meeting procedures**
- **Agenda not required but if created must be made available to everyone**
- **Public does not have right to speak**
- **No secret ballots**





# KANSAS OPEN RECORDS ACT

K.S.A. 45-215 *et seq.*



# Purpose

- **KORA provides the procedure for the public to view and make copies of governmental records**
- **KORA also defines and categorizes records**
- **All public records shall be open unless otherwise provided by K.S.A. 45-216(a)**



# Public Records defined

- **Records made, maintained, created or possessed by a public agency**
- **Any form including electronic storage**



# Public Agency defined

- **All Boards and Commissions of the City are considered a Public Agency**
- **Records made, maintained or kept by the individual member are public records (effective July 1, 2016)**



# Records Requests

- **Records requests may be made to the City Clerk**
- **Requests will be responded to within three days**





# Questions?

Contact the City Clerk's Office  
@ 913-856-0945 or [cityclerk@gardnerkansas.gov](mailto:cityclerk@gardnerkansas.gov)