**Open Government and Compliance Finance Summary Table Template**

Your entity should post to the web a summary and narrative overview including the following items. **If any of these items do not apply, please include the item in the table and instead of putting a number put “n/a”:**

* Names of all governing body board or commission members to include presiding chair.
* Number of scheduled meetings per calendar year with frequency (weekly, monthly, quarterly, etc.).
* Process for board or commission appointment or election including application and process of submission.
* Explanation of the timeframe for when meetings are posted as a video, streaming or audio to the webpage upon completion. Must be posted no later than 72 hours or three complete business days after meeting has concluded.
* Statement that all meetings will be available to the public for a minimum of 365 days after meeting is posted. This should include instructions on how to request copies of video or audio files if hosted internally.
* Name, phone number and email of board or commission point of contact or liaison.

|  |
| --- |
| **Governing body board or commission members:**  **Presiding chair:** |
| **Number of scheduled meetings per calendar year:**  **Frequency:** |
| **Process for appointment or election to board or commission:** |
| **Timeframe for when media for meetings are posted to the webpage upon completion:** |
|  |
| **Board or commission point of contact or liaison:** |