



Texas Comptroller

OPEN GOVERNMENT & COMPLIANCE

SUMMARY

Use of this form is optional, though all the information captured herein is required for receipt of an Open Government and Compliance Star. Your entity cannot require any form of credentials, login or sign up to view or listen to streaming meetings or to access qualifying video and audio hosted on your website, or on any third-party website or social media outlet that live streams or archives your governing body's meetings. See Open Government and Compliance Guidelines for more information. This does not apply to your internal procedures regulating citizen engagement with your governing body. Instructions on how to submit public comments or to address the assemblage should be clearly articulated and posted in their entirety.

ENTITY NAME: _____

TYPE OF ENTITY: _____



Names of all governing body board or commission members including presiding chair.

Number of scheduled meetings per calendar year with frequency: quarterly, weekly, monthly, etc.

Process for board or commission appointment or election including application and process of submission.

Instructions on how to request copies of video or audio files. Include name and contact information for designated point of contact as applicable.

Narrative: In the space provided, summarize your entity's recent efforts to increase transparency in Open Government and Compliance. Be sure to:

- a) Provide explanations for any terminology that appears in the summary if applicable.
- b) Describe any benchmarks, standards or best practices your entity uses to gauge its progress in this area.
- c) Detail any historical analysis used to track its efforts to improve transparency in this area.
- d) Clearly identify the format that your meetings are recorded and disseminated. Acceptable formats include:
 - Video (live streaming).
 - Audio.
 - Social media outlet (e.g., Facebook, YouTube or LinkedIn).

Notes: All qualifying governing body meeting video must be uploaded or made available to the public within three business days. Meetings must be made available on demand or upon request for a minimum of 365 days after they have been posted. The most recently posted meeting video, agenda and minutes cannot be more than 90 days old. These requirements should be articulated in your summary narrative or stated clearly on your Open Government and Compliance Award page. To help complete your application, see the specific criteria for the Open Government and Compliance Transparency Star.