



HOUSING AUTHORITIES UNDER THE FREEDOM OF INFORMATION ACT

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TYPES OF MEETINGS UNDER FOIA

FOIA recognizes three types of meetings: regular, special, and emergency. Each must be open to the public unless two-thirds of the members present vote to close it and go into executive session. An executive session may be held to discuss only certain issues, including security matters or negotiations about pending agency litigation ([CGS § 1-200\(6\)](#)).

Regular meeting: schedule must be filed annually by January 31; held to consider routine and anticipated business

Special meeting: require at least 24 hours' public notice; held to consider business that (1) was unforeseen when scheduling regular meetings and (2) should be addressed before the next such meeting

Emergency meeting: may be held without advance notice to consider matters requiring immediate consideration; minutes must be made public no later than 72 hours after the meeting

ISSUE

Does state law require housing authorities to make their vote records and meeting minutes public, and if so, are they required to post them online?

SUMMARY

The Freedom of Information Act (FOIA) establishes requirements for public agencies' meetings and records. By law, housing authorities are public agencies under FOIA and therefore must comply with these requirements, including making their vote records and meeting minutes available to the public ([CGS § 1-200\(1\)](#), see Freedom of Information Commission Docket [#FIC 2013-439](#)). However, like other agencies of the state's political subdivisions, they are not required to post their minutes online; only state agencies that maintain websites must do so ([CGS § 1-225\(a\)](#)).

In addition to establishing requirements for public agencies' vote records and minutes, FOIA also sets requirements for their meeting notices and agendas. For detailed information on these provisions see OLR Report [2007-R-0396](#).



RECORDS OF PROCEEDINGS

Generally, public agencies must maintain a record of their proceedings, including their votes and meeting minutes, and make them public by specified deadlines. For regular meetings, calendar days count in determining the deadlines. For special and emergency meetings, only business days count.

Vote Records

For regular, special, and emergency meetings, the votes of each member of a public agency must be (1) put in writing and made available to the public within 48 hours and (2) recorded in the minutes. If the agency enters into an executive session, the reasons must be stated during the meeting's public portion. According to the Freedom of Information Commission, any vote resulting from the closed-door discussion must also occur during the public portion (Docket [#FIC 2011-681](#) and [#FIC 2005-590](#)).

Meeting Minutes

Public agencies must make minutes of regular and special meetings available to the public no more than seven days after the meeting. Following an emergency meeting, a copy of the minutes must be filed no more than 72 hours later with the (1) secretary of the state, by a state agency, or (2) appropriate town clerk, by an agency of a political subdivision. Unlike state agencies, housing authorities and other agencies of the state's political subdivisions are not required to post meeting minutes on their Internet websites. State agencies that maintain websites must do so by the seven-day deadline.

KS:cmg