

# Notification and Training Requirements for Open Meetings Act Designees

## Notification of Designees to the Public Access Counselor

Section 1.05(a) of the Open Meetings Act (OMA) requires that all public bodies designate at least one employee, officer, or member to receive training on compliance with that law. Each public body must **submit the list of designated persons** to the Public Access Counselor (PAC). Public bodies do not need to provide copies of certificates of completion to the PAC or identify all elected or appointed members of their public body.

Public bodies may submit this information by U.S. Mail or e-mail to:

Leah Bartelt  
Public Access Counselor  
Office of the Attorney General  
500 S. 2nd Street  
Springfield, Illinois 62701  
E-mail: [public.access@ilag.gov](mailto:public.access@ilag.gov)

## OMA Electronic Training

OMA Designees must successfully complete the electronic training offered by the PAC on an annual basis. When a public body designates an additional employee, officer or member to receive this training, that person must successfully complete the electronic training within 30 days after that designation.

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/>