Open Meeting Law Act 133 Complaint Process and Model Complaint Form

Complaint Process

State law requires municipalities to explain the process for submitting notice of an Open Meeting Law violation to the local public body that allegedly committed the violation or to the Vermont Attorney General.

Example:

Open Meeting Law complaints directed to the [insert name of municipality] must be filed with the [insert legislative body, town manager/administrator, selectboard chair, or town clerk] by e-mail [insert recipient's e-mail address] or to [insert recipient's physical mailing address].

The written notice of complaint must allege a specific violation of the Open Meeting Law, identify the public body that committed the alleged violation, and request a specific cure of such violation. Upon receipt of the written notice of alleged violation, the public body will respond publicly to the alleged violation within 10 calendar days by:

- acknowledging the violation of this subchapter and stating an intent to cure the violation within 14 calendar days; or

- stating that the public body has determined that no violation has occurred and that no cure is necessary.

Failure of a public body to respond to a written notice of alleged violation within 10 calendar days will be treated as a denial of the violation for purposes of enforcement of the Open Meeting Law.

Act 133 (S.55) of 2024 (effective July 1) requires all municipalities to post to their website, if they maintain one, an explanation of the procedures for submitting notice of an Open Meeting Law violation but leaves it to each municipality to develop their own forms.

Model Complaint Form

VLCT's Municipal Assistance Center (MAC) has developed this model complaint form that municipalities can provide to those wishing to inform them of potential violations of the Open Meeting Law. The law does not require municipalities to use this or any other form, although using a standardized form will help municipalities obtain the information they need to quickly process complaints in accordance with the statutorily imposed deadlines.

You can download VLCT's Model Complaint Form from the orange Documents panel on this page.

Open Meeting Law complaints directed to the Vermont Attorney General can be sent to:

Vermont Attorney General's Office
Address: 109 State Street, Montpelier, VT 05609
Phone (802) 828-3171
Email: ago.info@vermont.gov

Disclaimer: This resource is only intended to provide information and it does **NOT** constitute legal advice. Readers with specific legal questions are encouraged to contact an attorney. The use or downloading of this resource does **NOT** create an attorney-client relationship and will not be treated in a confidential manner.

If you have additional questions please use the ask a question button to submit them.

Ask a Question

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