

**The ABCs of Government Transparency:**  
*OPMA, OPRA and Liquor Licensing Protocols*

**PART 1: (9:00AM to 11:00AM)**

**TRANSPARENCY IN GOVERNMENT: THE OPEN PUBLIC MEETINGS  
ACT AND THE OPEN PUBLIC RECORDS ACT**

**OPEN PUBLIC MEETINGS ACT “OPMA” N.J.S.A. 10:4-6**

1. The Purpose of the Act and To Whom the Law Applies and Does Not Apply
2. Adequate Notice of Meetings
  - Annual Notice
  - 48-Hour Notice
  - Emergency Notice
3. Agendas
  - Content
  - When an agenda must be made available to the public
  - Must be kept as permanent records with the agency
4. Quorum and “Gatherings” Attended by an Effective Majority of Members to Discuss Public Business
  - Corporeal attendance
  - Attendance via communication equipment
  - What about E-mails? Using Social Media? Be careful!
5. A Citizen’s Right to Attend Public Meetings and Public Comments During a Meeting
6. Closed Sessions and “Straw Polls” N.J.S.A. 10:4-12.
7. Public Meetings and Social Media Implications – What Can Go Wrong? Penalties for Nonconforming Public Meetings

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**PART 1 (Continued): (9:00AM to 11:00AM)**

**OPEN PUBLIC RECORDS ACT “OPRA” N.J.S.A. 47:1A-1**

1. A Brief Legislative History of the Right To Know Law and OPRA
2. Government Records, Public Records and Common Law Records. Isn't it all the same?
3. Who Can Request Records Under OPRA?
4. Best Practices in Responding to an OPRA Request
  - How to Identify and Handle Overly Broad or Unclear Requests and Records Exempt from Disclosure
  - What if the Requested Records are Not in the Custodian's Possession?
  - Redactions, Medium Conversions and Special Service Charges
5. N.J.S.A. 47:3-15 Destruction of Public Records Law.
6. It's a Changing World
  - Text Messages
  - Social Media
  - Personal Email Addresses
  - Police Videos and Body Cams
7. The Knowing and Willful Penalty and Prevailing Party Fees. N.J.S.A. 47:1A-11(a)
8. Using your Agency's Official Website Wisely

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**PART 2: (11:00AM to 1:00PM)**

**THE ABC'S OF ALCOHOLIC BEVERAGE CONTROL LICENSING**

1. Procedure for the Annual Processing Retail Renewal Applications
  - Change of Facts on Renewal Applications
  - N.J.S.A. 33:1-12.39 Special Ruling and Procedures
  - N.J.S.A. 33:1-12.18 Special Ruling and Procedures
  - Municipal Renewal Resolutions and Resolutions with Special Conditions
  - Ad Interim Permits
2. ABC License Certificates and Endorsements
3. License Transfers and Transfer Requirements N.J.S.A. 33:1-26
  - Person-to-Person Transfer
  - Place-to-Place Transfer
  - Place-to-Place Transfer (Expansion or Delicense)
  - Transfer Investigations by the Municipality N.J.A.C. 13:2-7.7
  - Conflict Licenses (Renewals, Transfers)
4. Corporate Structure Changes
5. Extension of License in the Case of Death, Bankruptcy or Incompetency of a Licensee
6. Catering Permits and Social Affairs Permits
7. Consumer Alcoholic Beverage Tasting Events and Sampling
8. "New" Grand Opening Permits
9. New "Special Ruling" Defining Activities Permitted Under Limited Brewery Licenses
10. Requests for Advisory Opinions

[There will be two 10 to 15 minute breaks during the presentations]