

502 Small Group Meetings



A small group meeting is a great strategy for addressing concerns outside of a public meeting or hearing if those concerns are shared by a small subset of the community or covers a small area of the overall project. A small group meeting can have a variety of different participants and purposes. It might include a subset of the people who are affected by or interested in a project, such as a group of business owners, employees who commute to work within the project area, a homeowners association board, representatives of a demographic group, environmental advocates, or people who might not have yet been involved. The purpose can include introducing the project, answering questions, soliciting feedback, or more. These meetings are generally informal and don't require public notice, unless the group includes two or more elected officials from the same board or commission to comply with the Sunshine Law. Careful notes will help you document the conversations and provide a record of the meeting for future reference.

