Submit or Revise an Open Meeting
for Agency Liaisons

Submitting, Revising, or Cancelling an Open Meeting

Notice of an open meeting becomes public information once posted, and therefore may not be deleted by an agency or its representative. Open meeting postings may be revised or canceled and re-submitted.

Submitting a New Open Meeting:

1. Click the **Rules and Meetings** grey tile from the SOS Portal dashboard.
2. From the Liaison Center Home, click **+ SUBMIT OPEN MEETING** in the top right corner.
3. **Open Meeting Information** screen:
   - Select your **Agency** from the list.
   - The **Board** and **Committee** fields should be left blank unless the meeting being posted is for a specific board or committee of the agency.
   - Click the Calendar icon to select the **Meeting Date.**
   - Enter the **Meeting Time** in local CST time, in hh:mm format with AM/PM.
   - Enter the **Meeting Street, City, State** details.
   - Select whether this is an **Emergency Meeting**. If it is, an **Emergency Meeting Reason** is required**.**
   - Enter the **Meeting Agenda,** and enter "**Where can additional information about this meeting be obtained from**". The "additional information" should be the contact information that a member of the public needing information about this meeting would use to contact your agency.
   - Click **Submit.**
4. **Open Meeting Complete** screen: Confirmation of your submission is displayed on the screen.
   - You will also receive an automated email confirmation from our office acknowledging your filing submission.
   - You can now see your Open Meeting submission on your Liaison Center Home screen, under **My Open Meetings.**

Revising or Cancelling an Open Meeting:

1. Click the **Rules and Meetings** grey tile from the SOS Portal dashboard.
2. From the Liaison Center Home, scroll down to the **My Open Meetings** section.
3. **Search** for the Open Meeting you want to revise by typing your text search criteria into the Search bar.
   - Search criteria can include full or partial text of the TRD number, Status, Agency Name, Meeting Date or Time, Board, or Committee.
4. Click on the **TRD link** for the open meeting you want to revise.
5. To **Revise a Meeting**, click the SUBMIT MEETING REVISION button in the upper right.
   - Make the required meeting revisions and click **Submit.**
   - Return to your Liaison Center Home screen and scroll down to the My Open Meetings section to see the record of your meeting revision. You will also receive an automated email confirmation from our office acknowledging your filing submission.
6. To **Cancel the Meeting**, click the CANCEL MEETING button on the upper right.

- Click **Submit** to cancel the meeting.
- Return to your Liaison Center Home screen to see the record of your meeting revision under the My Open Meetings section. You will also receive an automated email confirmation from our office acknowledging your filing submission.

NOTE: You can confirm your open meeting has been revised or cancelled by viewing the status from the **Liaison Center Home** page, under the **My Open Meetings** section of the page.