

P1070 Notice of Meetings

Public notice of the date, time, and place of any meetings, executive sessions or of any rescheduled or reconvened meetings, shall be given at least forty-eight (48) hours before the meeting. This requirement does not apply to reconvened meetings where announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memorandum and minutes, providing there is no change in the agenda.

Public notice shall be given by the Superintendent or Secretary of the Board by:

1. Posting a copy of the notice at the main entrance of the Administration Building. If the meeting is to be held at a place other than the regular Board Room, then such notice will be posted at the Administration Building and the building where such a meeting is to be held.
2. Depositing notice in the United States mail with postage prepaid or by delivering the notice to all news media which file a written request by January 1 of each calendar year for such notices with the Board.

Notice of regular meetings need be given only once each year, except that an additional notice shall be given where the date, time or place of a regular meeting or meetings is changed. This shall not apply to executive sessions.

If an emergency meeting of the Board is called, the time requirements of such notice under this section shall not apply, but:

1. news media which have requested notice of meetings must be given the same notice as is given to the members of the Board; and
2. the public must be notified by posting a copy of the notice in accordance with the provisions of this policy.

Where a meeting is held pursuant to a procedure established by law and where publication of notice of the meeting is required and has been so given, no notice of the meeting is required or need be given for holding or taking any action at such meeting contemplated by the notice, and the meeting shall be held at the time and place specified in the published notice.

Adopted: 07/02/2013