

## **Meeting Notice**

Public notice shall be given for meetings and work sessions held by the Board. Public notice shall indicate the time, place, date and tentative agenda of Board meetings. The public notice shall be posted on the bulletin board in the central administration office at least twenty-four hours before it is scheduled to begin.

A copy of the public notice will be provided to those who have filed a request for notice with the Secretary. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as practical and possible in light of the situation. The media and others who have requested notice shall be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or board members shall constitute a waiver of notice.

It shall be the responsibility of the Board Secretary to give public notice of board meetings and work sessions.

Approved: September 15, 1997

Reviewed: March 28, 2016