MEETING NOTICE

Public notice will 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.

Public notice will be posted in a prominent and conspicuous place that is annually designated for that purpose and always visible to the public. Public notice will also be posted on the primary internet site owned or maintained by the district. The agenda will be posted at least twenty-four hours before a scheduled meeting or work session.

If the district amends the tentative agenda after posting, and it is within 24 hours of the meeting, the amended agenda will be clearly marked as "amended" and the specific amended portions identified. Public notice of the amended agenda must be given in the same manner as notice of the original tentative agenda.

A copy of the public notice will be provided to the news media who have filed a request for notice with the secretary. 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 will be notified of the emergency meeting.

It is the responsibility of the board secretary to give public notice of board meetings and work sessions.

Legal Reference: *Dobrovolny v. Reinhardt*, 173 N.W.2d 837 (Iowa 1970).
Iowa Code §§ 21.3, .4; 279.1, .2 (2013).
1952 Op. Att'y Gen. 133.

Cross Reference:
200.2 Organization of the Board of Directors
211 Board of Directors' Meetings
211.2 Regular Meeting
211.3 Special Meeting
211.9 Board Meeting Agenda

Approved 1/1993 Reviewed 12/12/00 Revised 10/16/17
12/10/07 08/12/24
12/10/12 09/14/26