

POLICY: 204.7

## MEETING NOTICE

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings. The public notice will be posted in a prominent place clearly designated for posting agendas in the central administration office, and on an exterior facing door/window so that community members may see the agenda when the building is physically closed. The agenda will be posted at least three (3) days before it is scheduled, but, at the minimum, twenty-four hours notice needs to be given.

A copy of public notice will be provided to those who have filed a request for notice with the secretary. A copy of the public notice also be accessible to employees and students.

In the case of special meetings, public notice will 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 will 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. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

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 §§ 21.2-.4; 279.1, .2.

Adopted: 04/25/89  
Revised: 01/20/06, 11/11/19, 06/12/23  
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