

NOTICE CHECKLIST

REVIEW THE NOTICE FOR THE FOLLOWING:

Completed

- Date of Meeting
- Time of Meeting
- Location of Meeting
- Topics to be considered
- Location of speaker phone, if held by phone conference

POSTING OF NOTICE

- Post at main office of the public entity
- Fax or mail to:
 - Secretary of State (if state-level entity) OR
 - City Auditor (if city-level entity) OR
 - County Auditor (if county-level entity)
- Notify anyone who asked for notice of such meetings
- Fax notice to official newspaper if it is a special meeting
- Prepare notice for outside the meeting room on day of meeting

IS AN EXECUTIVE SESSION ANTICIPATED?

Check notice for:

- Executive session as an agenda item
- Subject matter of the executive session
- Legal authority of executive session