

# 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 on website of the public entity ..... \_\_\_\_\_

OR

a) Upload to the [Meeting Notice page](#) on the Secretary of State's website (if state-level entity) ..... \_\_\_\_\_

b) Fax or mail to city auditor (if city-level entity)..... \_\_\_\_\_

c) Fax or mail to county auditor (if county-level entity)..... \_\_\_\_\_

AND

Post at main office of the public entity ..... \_\_\_\_\_

Prepare notice for outside the meeting room on day of meeting ..... \_\_\_\_\_

Notify anyone who asked for notice of such meetings..... \_\_\_\_\_

Fax notice to official newspaper if it is a special meeting ..... \_\_\_\_\_

## IS AN EXECUTIVE SESSION ANTICIPATED? CHECK NOTICE FOR:

Executive session as an agenda item ..... \_\_\_\_\_

Subject matter of the executive session is listed ..... \_\_\_\_\_

Legal authority for executive session is listed..... \_\_\_\_\_