

SAMPLE MEETING NOTICE

The _____ **[Name of Governing Body]** of the _____
_____ **[Name of Public Entity]** (hereafter referred to as "governing body")
will be holding a(n) _____ **[regular, special, or emergency]**
meeting on __ **[Date]** at _____ **[Time]**. The meeting will be held in the .
_____ room at _____ **[Location of Meeting]**. In
the event that any or all of the members of the governing body participate in
the meeting by telephone or video, a speakerphone or monitor will be
available at the location noted above.

At the time this notice is being prepared, the governing body expects the
agenda of its meeting to include the following topics: **[Include all topics
the governing body expects to discuss. Also include the topics to be
discussed during and the legal authority for holding any anticipated
executive sessions.]**

- 1.
- 2.
- 3.
- 4.
- 5.

Where noted, the discussion of some of the above topics may be held in
executive session rather than during the portion of the meeting which is
open to the public. If this is a regular meeting, additional topics may be
discussed. If this is a special or emergency meeting, the governing body's
discussion will be limited to the topics and executive session listed above.

Date of Notice: _____
Name of Person Preparing Notice: _____

Posting Instructions:

1. Post at the main office of the public entity, if the entity has a main office.
2. Post at the location of the meeting, if held somewhere other than the entity's main office.
3. File with the appropriate official **[the Secretary of State for state-level entities, the appropriate city auditor for city-level entities, and the county auditor(s) for all other entities]**.
4. Provide a copy of the notice to any individual who has requested notice of the meeting.
5. For special or emergency meetings, notify the entity's official newspaper, if any, and any other media representative who has asked to be notified of such special or emergency meetings.

REFERENCE
12/01