

# Series 200 – Board of Directors

Policy Title: **Meeting Notice**

Policy Code No. 210.5

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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 on the bulletin board in the central administration office and on the District's website at least 2 days before it is scheduled, but, at the minimum, twenty-four hours' notice needs to be given.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. These requests for notice must be in writing. A copy of the public notice will 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.

Date of Adoption        08/14/1989

Review Date            06/24/2019

Revision Date          06/24/2019

Legal Ref.:    Dobrovlny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).  
Iowa Code §§ 21.2-.4; 279.1, .2.  
1952 Op. Att'y Gen. 133.

Cross Ref.:    210    Board of Directors' Meetings  
                  210.8   Board of Directors' Meeting Agenda