



## **8340.1: NOTICE OF MEETINGS AND CONTENTS OF THE AGENDA**

### **Notice of Meetings and Contents of the Agenda**

Reasonable advance publicized notice of the time and place of all meetings shall be transmitted to all Board members and to the public by a method designated by the Board and recorded in the minutes. The notice shall contain an agenda of subjects known at the time of the publicized notice, or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the Don Stroh Administration Center during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than twenty-four (24) hours before the scheduled commencement of the meeting.

Board Meetings and Committee Meetings will begin at 6:00 p.m. If there would be any deviation from these times, it will be publicized in an advance notice of the meeting(s).

The Secretary or other designee of the Board shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

### **Emergency Meetings**

When it is necessary to hold an emergency meeting without reasonable advanced public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. If any news media have requested notification of Board meetings, the Secretary or other designee shall make reasonable efforts to provide advance notification to them of the time and place of the emergency meeting and the subjects to be discussed at that meeting. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

**Date of Adoption**

August 12, 1991

**Date of Revision**

April 13, 2009

August 1, 2011

September 17, 2018

**Reaffirmed**

December 16, 2002

**Related Policies and Rules**

[8340: Meetings](#)

[8340.2: Rights of the Public](#)

[8340.3: Chance Meetings, Conventions, and Workshops](#)

**Legal Reference**

RRS 84-1411