

# 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) Fax or mail to Secretary of State (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..... \_\_\_\_\_