

NOTICE CHECKLIST

REVIEW THE NOTICE FOR THE FOLLOWING

DONE

1. DATE of meeting _____
2. TIME of meeting _____
3. TOPICS to be considered _____
4. LOCATION of meeting (if meeting *in person*) _____
5. ELECTRONIC ADDRESS and any OTHER information necessary to join or view the meeting if held by *electronic* means _____

POSTING OF NOTICE

1. POST on website of public entity - **OR**
 - a. UPLOAD to the [Meeting Notice page](#) on the Secretary of State's website (if state level entity) _____
 - b. SEND to the city auditor (if city level entity) _____
 - c. SEND to county auditor (if county level entity) _____

AND

2. POST at the main office of the public entity _____
3. PREPARE notice for outside the meeting room on the day of the meeting _____
4. NOTIFY anyone who asked for notice of such meetings _____
5. SEND notice to official newspaper (if it is a special meeting) _____

IS AN EXECUTIVE SESSION ANTICIPATED? IF SO, CHECK NOTICE FOR

1. Executive session as an AGENDA item _____
2. SUBJECT MATTER of the executive session is listed _____
3. LEGAL AUTHORITY to hold executive session is listed _____