

NOTICE CHECKLIST

THE NOTICE MUST INCLUDE:

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 _____

THE NOTICE MUST BE:

1. POSTED at the main office of the public entity _____
2. POSTED outside the meeting room (on the day of the meeting) _____
3. FILED with the proper entity _____
 - a. UPLOADED to the [Meeting Notice page](#) on the Secretary of State's website (if state level entity)
 - b. SENT to the city auditor (if city level entity)
 - c. SENT to county auditor (if county level entity)
4. **POSTED on the public entity's website - if you have one** _____
(Effective Aug. 1, 2023)
5. PROVIDED to anyone who asked for notice of such meetings _____
6. SENT to the 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 _____

See N.D.C.C. § 44-04-20 for more information on notice requirements