

# OFFICE OF ATTORNEY GENERAL

## NOTICE CHECKLIST

600 E. BOULEVARD AVENUE, DEPT. 125, BISMARCK, ND 58505

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