

MEETING NOTICE

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings.

The public notice will be posted in a prominent and conspicuous place that is annually designated for that purpose and always visible to the public. Public notice will also be posted on the primary internet site owned or maintained by the district. The agenda will be posted at least 24 hours before a scheduled meeting or work session.

If the district amends the tentative agenda after posting, and it is within 24 hours of the meeting, the amended agenda will be clearly marked as “amended” and the specific amended portions identified. Public notice of the amended agenda must be given in the same manner as notice of the original tentative agenda.

A copy of the public notice will be provided to news media who have filed a request for notice with the secretary. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting.

It is the responsibility of the board secretary to give public notice of the board meetings and work sessions.

NOTE: This policy states that the notice will be posted in the central administration office which is a legal requirement. If an additional procedure is used, the board may want to include that procedure.

Legal Reference: Dobrovlny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).
Iowa Code §§ 21.2-.4; 279.1, .2

Cross Reference: 210 Board of Directors' Meetings
 210.8 Board of Directors' Meetings Agenda

Approved: August 20, 1992 Reviewed: March 20, 2025 Revised: September 21, 2026