

SPECIAL COUNCIL MEETING NOTIFICATION CHECKLIST

Date of Meeting _____

Date	Initials	
_____	_____	Notice to each councilmember by: <input type="checkbox"/> Delivery <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email
_____	_____	Faxed/emailed to news media:
_____	_____	Posted to city's website
_____	_____	Posted at main entrance to city hall and entrance to council chambers
_____	_____	Posted at meeting location if off-site

- Notice required at least 24 hours before the time of the special meeting.
- Notice must specify time and place of special meeting and the business to be transacted.
- Cannot take final action on any item that was not listed on the original agenda.

This form does not constitute legal advice. Consult with counsel regarding sufficiency of your checklist.

