

SPECIAL MEETING NOTIFICATION CHECKLIST

Date of Meeting \_\_\_\_\_

Date                      Initials

|       |       |   |
|-------|-------|---|
| _____ | _____ | Notice to each member of the governing body by:<br><input type="checkbox"/> Personal Delivery <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax<br><br><input type="checkbox"/> <i>Exception: Waiver on file or member is present when meeting convenes</i> |
| _____ | _____ | Delivered to news media   |
| _____ | _____ | Posted to agency’s website  |
| _____ | _____ | Posted at main entrance of agency's principal location<br><br><input type="checkbox"/> <i>Exception: Posting at facility not required for remote meeting or a meeting at which physical attendance has been limited due to a declared emergency</i>   |
| _____ | _____ | Posted at meeting location if off-site<br><br><input type="checkbox"/> <i>Exception: Posting at facility not required for remote meeting or a meeting at which physical attendance has been limited due to a declared emergency</i>   |

- 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.*

