

204.6 NOTICE FOR BOARD MEETINGS

Public notice for meetings and work sessions of the Board of Directors shall be posted at the central administration office in a public location. Notice shall be given at least 24 hours prior to the commencement of each meeting and shall indicate the time, date, place, and tentative agenda. A copy of the public notice will also be accessible to employees and students.

Notice shall be provided to the news media and to others who have filed a request for notice with the secretary of the Board. All requests for notice must be renewed annually.

Notice of the call of a special meeting shall be given in the same manner as 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. The notice shall specify the time, date, place, and purpose (tentative agenda) of the meeting. Attendance at the special meeting or emergency meeting by the media or board member shall constitute a waiver of notice.

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

LEGAL REF: Iowa Code §§ 21.2; 21.3; 21.4; 279.1; 279..2. *Dobrovolny v. Reinhardt*, 173 N.W.2d 837 (Iowa 1970).