

**Board of Directors  
200 Series**

MEETING NOTICE  
Code No. 210.5

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 on the bulletin board in the central administration office at least seven days before it is scheduled, but, at the minimum, twenty-four hours notice need to be given.

A copy of the public notice will be provided to those 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 the light of the situation. The media and others who have requested notice will be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

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

Legal Reference: Dobrovolny vs. Reinhardt, 173 N.W. 2d 837 (Iowa 1970).  
Iowa Code §§ 21.2 - .4; 279.1, .2 (2011).  
1952 Op. Att’y Gen. 133.

Cross Reference: 210 Board of Directors’ Meetings  
210.8 Board of Director’s Meeting Agenda

Adopted: 01/20/1983  
Revised: 06/17/2002  
Reviewed: 06/12/2017