

**SPECIAL MEETING NOTIFICATION CHECKLIST**

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

**Date**            **Initials**

\_\_\_\_\_    \_\_\_\_\_    Notice to each member of the governing body by:  
 Personal Delivery     Email     Mail     Fax  
 *Exception: Waiver on file or member is present when meeting convenes*

\_\_\_\_\_    \_\_\_\_\_    Delivered to news media

\_\_\_\_\_    \_\_\_\_\_    Posted to agency’s website

\_\_\_\_\_    \_\_\_\_\_    Posted at main entrance of agency's principal location  
 *Exception: Posting at facility not required for remote meeting or a meeting at which physical attendance has been limited due to a declared emergency*

\_\_\_\_\_    \_\_\_\_\_    Posted at meeting location if off-site  
 *Exception: Posting at facility not required for remote meeting or a meeting at which physical attendance has been limited due to a declared emergency*

- 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.
- If the agency is required by state law to solicit public comment for a statutorily specified period of time and is required by state law to provide notice that it is soliciting public comment, then the notice must specify the first and last date and time by which written public comment may be submitted.

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

