

BOARD OF DIRECTORS

Notice for Board Meetings

Public notice of regular or special meetings of the Board of Directors shall be provided by posting the agenda on a bulletin board at the central administration office and at the site of the Board meeting. Notice shall be given at least 24 hours prior to the commencement of each meeting, and should include the time, date, place, and tentative agenda. 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 to each Board member in writing and mailed to his or her home at least 24 hours before the meeting. The notice shall specify the time, date, place, and purpose (tentative agenda) of the meeting. Attendance at the special meeting shall constitute a waiver of notice.

An emergency meeting may be called with less than 24-hour notice when the Board is required to meet for good cause to take immediate action. In an emergency, when it is not possible to give 24 hours notice, the Board secretary will notify the media who have requested notification, by telephone, and post the meeting notice, as far in advance of the meeting as possible. The minutes of such an "emergency" meeting should clearly state the good cause justifying the emergency meeting.

Date of adoption: 3-14-85

Reviewed: 6-25-90, 10-18-93, 11-18-96, 8-16-99, 01-20-03, 01-15-07

LEGAL REF.: Iowa Code Sections 28A.4; 279.2