

Board Policy Document

BOARD OF DIRECTORS

Series 200

Policy Title: Notice for Board Meetings

Code Number: 204.14

Public notice of regular or special meetings of the Board shall be provided by posting the agenda on a bulletin board at the Central Administrative Center 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.

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, and when 24-hour notice is impossible or impractical. In an emergency, when it is not possible to give 24 hours' notice, the Secretary will notify the media who have requested notification, by telephone or fax, 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.

All notice requirements will be followed for all meetings of the full Board as well as for all meetings of committees that are created by a vote of the Board pursuant to resolution or motion and are created to provide recommendations to the Board, and for all meetings of committees that are attended by a majority of the Board.

First Adoption: July 12, 1983
Revision Adoption: August 12, 1997/July 15, 2003/July 20, 2009
Legal Reference: Iowa Code Sections 279.2, 21.4; 21.5