

SAMPLE MEETING NOTICE

The _____ [Name of Governing Body] of the _____ [Name of Public Entity] (hereafter referred to as "governing body") will be holding a _____ [regular or special] meeting on _____ [Date] at _____ [Time]. The meeting will be held [in-person at [Location of the Meeting] and/or virtually [include the electronic address and any other information necessary to allow the public to join or view the electronic meeting].

At the time this notice is being prepared, the governing body expects the agenda of its meeting to include the following topics: [Include all topics the governing body expects to discuss. Also include the topics to be discussed during, and the legal authority for holding, any anticipated executive sessions.]

- 1.
- 2.
- 3.
- 4.
- 5.

Where noted, the discussion of some of the above topics may be held in executive session rather than during the portion of the meeting that is open to the public. If this is a regular meeting, additional topics may be discussed. If this is a special meeting, the governing body's discussion will be limited to the topics and executive sessions listed above.

Date of Notice: _____

Posting Instructions:

1. Post at the main office of the public entity, if the entity has a main office.
2. Post at the location of the meeting, on the day of the meeting, if held somewhere other than the entity's main office.
3. File with the appropriate official [the Secretary of State for state-level entities, the appropriate city auditor for city-level entities, and the county auditor(s) for all other entities].
4. If the public entity has a website, post on the website of the public entity. **(Effective Aug. 1, 2023)**
5. Provide a copy of the notice to any individual who has requested notice of the meeting.
6. For special meetings, notify the entity's official newspaper, if any, and any other media representative who has asked to be notified of such special meetings.

(See N.D.C.C. § 44-04-20 for more information on notice requirements)