

**Policy 210.05: Meeting Notice****Status:** ADOPTED**Original Adopted Date:** 12/11/1967 | **Last Revised Date:** 05/13/2019 | **Last Reviewed Date:** 06/12/2023

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 in a prominent place clearly designated for posting agendas in the central administration office, and on an exterior facing door/window so that community members may see the agenda when the building is physically closed. The agenda will be posted 24 hours before it is scheduled, but, at the minimum, twenty-four hours notice needs to be given.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. 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 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.

**NOTE:** This policy states that the notice will be posted in the central administration office which is a legal requirement. If an additional procedure is used, the board may want to include that procedure.

Legal Reference: *Dobrovolny v. Reinhardt*, 173 N.W.2d 837 (Iowa 1970).  
Iowa Code §§ 21.2-.4; 279.1, .2.

**I.C. Iowa Code**

Iowa Code § 21.2

**Description**[Open Meetings - Definitions](#)

Iowa Code § 21.3

[Meetings of Governmental Bodies](#)

Iowa Code § 21.4

[Public Notice](#)

Iowa Code § 279.2

[Directors - Powers and Duties](#)

Iowa Code § 279.1

[Directors - Powers and Duties - Organization-Student Improvement Oversight](#)**Case Law**

Dobrovolny v. Reinhardt

**Description**

173 N.W. 2d 837 (Iowa 1970)

**Cross References**

<b>Code</b>	<b>Description</b>
210.08	<a href="#">Board Meeting Agenda</a>
210.08-EH(1)	<a href="#">Board Meeting Agenda - Example</a>
210.08-EH(2)	<a href="#">Board Meeting Agenda - Example (with closed session)</a>