

BOARD MEETING NOTIFICATION

The Board shall give written public notice of its regular meetings at the beginning of each calendar year. Such notice shall include the dates, times and places of such meetings.

The news media shall be advised of the regular and special meetings of the School Board and of its committees.

The Board shall give its notice of regular/special meetings no later than twenty-four (24) hours before the meeting. The notice shall give the agenda, date, time and place of the meeting, provided that upon approval of two-thirds (2/3) of its members present at a meeting of the Board, the Board may take up a matter not on the agenda.

Following the above information, there shall also be attached to the written notice of the meeting, whether or not such matters will be discussed in an executive session held pursuant to LSA-R.S. 42:6.1 (a) (2):

- (aa) A statement identifying the court, case number and parties relative to any pending litigation to be considered at the meeting.
- (bb) A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

In cases of extraordinary emergency, such notice shall not be required; however, the public body shall give such notice of the meeting as it deems appropriate and circumstances permit.

Adopted prior to 1975

Revised: 3/6/91