



## MASON COUNTY FIRE DISTRICT #4

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TITLE: MEETINGS - PUBLIC NOTICE

CHAPTER: 1000 NUMBER: 1230 DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ Brett Bishop, Chair

### BOARD GUIDELINE

1. GUIDELINE: The following laws or guidelines should be recognized in regard to the conduct of meeting:

Open Meetings. All meetings, including the study or work sessions, must be advertised as meetings that are open to the public. If a Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy 1210), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes.

Meeting Notices. A regular meeting does not require a public notice. If the Board does not meet at its regular location or time, the meeting should be treated as a special meeting with proper notice and announcements to the press stating the time, place and purpose of the meeting. A fire district is required to notify newspapers and radio and television stations which have filed a request for such notification. Each fire commissioner should receive a printed agenda twenty-four (24) hours in advance of the special meeting. While other items of business may be discussed at a special meeting, no action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed in executive session in accordance with Policy 1210, the item of business must also appear on the agenda if final action is to be taken following the executive session.

Meeting Adjournment and Continuances. The Board may adjourn a regular, special or adjourned meeting to a specific future time. Notice of such an adjournment or continuation must be posted at or near the door of the meeting room. Notification to the press is not necessary.