

NOTICE OF MEETINGS FOR PUBLIC AGENCIES

| Type | Notice | Agenda/Notice Contents | Adding to Agenda/Notice | Filing Record of Votes | Filing Minutes |
|------------------|---|--|--|--|--|
| Regular | File yearly schedule with Secretary of the State (state) or Clerk (political subdivision) by Jan. 31 st ¹ | Agenda available at least 24 hrs. before meeting. ² | Agenda items may be added by 2/3 vote of those members present and voting. | Within 48 hrs. after meeting (if minutes not available within 48 hours). | Within 7 calendar days after meeting. ³ |
| Special | At least 24 hrs. before meeting, file at Secretary of the State (state) or Clerk (political subdivision). ⁴ | At least 24 hrs. before meeting. Time, place and business must be included in notice. ⁴ | Not permitted. | Within 48 hrs. after meeting (if minutes not available within 48 hours). | Within 7 business days after meeting. ³ |
| Emergency | None required if emergency is justified. | None required if emergency is justified. | Only emergency matters may be considered. | Within 48 hrs. after meeting (if minutes not available within 48 hours). | Within 72 hrs. after meeting. Must adequately set forth the nature of the emergency & the proceedings occurring at the meeting. ³ |

Additional Notice Requirements for Meetings Conducted by Electronic Equipment ("Remote Meetings") (§ 1-225a, G.S.)⁵

- Notify members of public agency in writing at least 48 hrs. that the meeting will be a remote meeting (for regular meetings).
- Post notice: (i) at the agency's regular office/place of business; (ii) in the office of the Secretary of State (state agency) or Clerk (political subdivision); (iii) on the agency's website (if available); and (iv) on the Secretary of State's website (state agencies only).
- Post agenda in the same manner as the notice at least 24 hrs. in advance of meeting.
- Notice for special meetings must indicate whether meeting will be a remote meeting at least 24 hrs. in advance.
- Notice and agenda must include instructions for the public to attend and provide comment/participate as otherwise permitted.
- Minutes must list the members who attended the meeting in person and who attended the meeting remotely.

¹ State public agencies must also post schedule on their website (if available) and on the Secretary of State's website.

² Agendas for regular meetings must be posted in: (i) the agency's regular office/place of business; and (ii) the office of the Secretary of State (state agencies) or office of the Clerk (political subdivisions). State agencies must also post on their website as well as the Secretary of State's website.

³ All public agencies must keep and maintain a record of the proceedings of its minutes and make the meeting minutes available for public inspection. State agencies must post meeting minutes on their website (if available). Political subdivisions do not need to post minutes online.

⁴ All public agencies must also post notice of special meeting on their website (if available). State agencies must also post notice of special meeting on the Secretary of State's website.

⁵ Public agencies must still comply with the notice of meetings requirements for meetings not conducted by electronic equipment.