

**BOARD OF EDUCATION
NOTIFICATION OF MEETINGS
(PROCEDURE)**

Prior to December 15 each year, the Gore Board of Education shall provide the county clerk a list of the time, date, and place of all regular meetings for the coming calendar year.

Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.

At least 24 hours prior to a regular or special meeting, an agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting.

Notice of the time, date and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours prior to the meeting.

Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk to receive written notice of meetings of the board of education. Such requests must be renewed annually and an annual fee of Eighteen Dollars (\$18.00) will be charged each person or entity who requests written notification.

REFERENCE: 25 O.S. §303 et seq.