

June 23, 2015

TECHNICAL BULLETIN ADDENDUM

To: Chief Administrative Orders

From: SCAC Staff

Re: Meeting Notice and Agenda Requirements - 2015 Act No. 70 (R. 99, S. 11)

This *Technical Bulletin Addendum* is to provide additional information not included in the *Technical Bulletin* dated June 16, 2015, which outlines requirements for posting and amending agendas in Act No. 70 of 2015. Please distribute this to other departments in your county.

Section 1 of the Act provides that an agenda for regularly scheduled or special meetings must be posted on a bulletin board in a publicly accessible place at the office or meeting place of the public body, **and on a public website maintained by the body, if any**, at least twenty-four hours prior to such meeting. Based on this language, it appears that a public body that has a website is required to post the meeting agendas on their website in addition to posting them as they have traditionally done at their meeting place at least twenty-four hours prior to a meeting. It is unclear whether a meeting has to be rescheduled if the public body cannot post an agenda electronically twenty-four hours prior to a meeting because the website is down, but they have physically posted the agenda at their meeting place at least twenty-four hours prior to the meeting. SCAC will attempt to have the Act amended in January to clarify this issue.

This *Technical Bulletin Addendum* does not constitute legal advice. It is intended for general information on this topic. Please consult your county attorney for specific issues affecting your county.