

# General Notice Requirements

## RE: Meetings and Agendas

The Right to Know Law does not specify the timing or method of giving notice for public meetings. The law merely requires that notice "be given in ample time to allow public attendance and... be disseminated in a manner reasonably calculated to notify the general public" in the municipality. 1 M.R.S.A. § 406. The board or committee holding the meeting should choose a method of notification that will reasonably communicate to most people in the community the fact that the meeting will be held. Notice should be given far enough in advance for people to reasonably arrange to attend the meeting. If a true emergency arises so that it is impossible to give meaningful notice to the general public, the board must first notify local representatives of the media by the same means that notice of an emergency meeting was communicated to the other members of the board. 1 M.R.S.A. § 406.

**It is recommended that notice of a meeting contain a statement that the board is meeting and the date, time and place of the meeting.**

**The notice need not contain an agenda of the meeting.**

Despite the fact that an agenda is not required, it is recommended that the notice should mention something about the topic(s) to be discussed, particularly for emergency meetings. **This is a courtesy to the public that will save the board members the nuisance of numerous inquiries asking what the meeting is for. This is NOT mandatory nor should anyone "expect" the agenda in advance of any meeting.**