



ROSENSTEIN, FIST & RINGOLD

RED BANNER UPDATE

Date: May 5, 2017

Re: SB 0403

Signed: April 25, 2017

Effective: November 1, 2017

Topic: Posting Board Agendas

SB 0403 amends existing law regarding procedures for posting board meeting agendas.

The district may continue to post paper copies of its agenda with no changes to that process.

Starting November 1st, the district may, but is not required to, choose an e-posting option in addition to or in lieu of traditional posting. In order to exclusively use the e-posting method, the district must use the following procedures:

- Establish an email distribution system so that any requestor may sign up to receive agendas via email. The district cannot charge requestors for electronic agenda access.
- Post the agenda on the district's website at least 24 hours in advance of regular meetings or 48 hours in advance of special meetings, excluding weekends and state holidays.
- Email notice to all requestors at least 24/48 hours in advance. The agenda must be included in the body of the email or as an attachment to the email.
- Have a paper copy of the agenda publicly available in the main office or meeting location at least 24/48 hours in advance.

If the district intends to utilize e-publication, the district's policy regarding notice of meetings should be revised.