

NOTICE OF MEETINGS

The Terrebonne Parish School Board, as all public bodies, shall be required to give written public notice of its regular meetings at the beginning of each calendar year. The notice shall include the dates, times and places of such meetings. Any regular, special, or rescheduled meeting that the School Board may hold shall require notice no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting. In cases of extraordinary emergencies, however, such notice shall not be required, but the School Board shall give such notice of the meeting as it deems appropriate and circumstances permit.

Notice for committee meetings shall be given one (1) week in advance of the date of the meeting, whenever possible, but in no case less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the meeting.

Public notice of any meeting shall include the agenda, date, time, and place of the meeting. The agenda included in the notice shall be reasonably clear so as to advise the public in general terms of each subject to be discussed at the public meeting. In addition, attached to the written notice shall be information on any matters to be discussed in executive session. The notice shall indicate the following:

1. A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.
2. A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

The written public notice shall include, but not be limited to, posting a copy of the notice at the principal office of the School Board, posting a copy of the notice on the Terrebonne Parish School Board's website, and/or or by publicizing the notice in the official journal of the School Board no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time of the meeting. Notice shall also include mailing a copy of the notice to any member of the news media who requests notice of such meetings. Members of the news media shall be given notice of all meetings in the same manner as is given to the members of the School Board.

Revised: June 2011

Revised: November 2014

Ref: La. Rev. Stat. Ann. §§17:81, 42:19, 42:19.1, 42:23; Board minutes, 6-21-11, 11/11/14.