

Union County Law Library Resources Board

RULES OF PUBLIC NOTICE FOR REGULAR, SPECIAL AND EMERGENCY MEETINGS

SECTION 1. NOTICES

All notices to be posted under the following rules shall be posted and announced in the same fashion. Regular meeting, special meeting and emergency meeting notices shall be posted in paper form inside the lobby of the Union County Law Library.

SECTION 2. REGULAR MEETINGS

The Union County Law Library Resources Board shall meet for regular meetings four times a year, approximately three months apart. Future meeting dates will be determined at the previous Law Library Resources Board meeting or at the call of the chairperson if a date is not decided upon at the previous meeting. Notification of regular meetings will be posted in the lobby of the Law Library no less than 14 days prior to the meeting date. Regular meetings of the Law Library will be held in the Union County Law Library unless otherwise specified on the meeting notice.

SECTION 3. SPECIAL AND EMERGENCY MEETINGS

Special meetings of the Union County Law Library Resources Board will be held at the call of Law Library Resources Board chairperson. The call for a special meeting shall specify the date, time, location and purpose or purposes of the meeting. Unless otherwise provided, special meetings will be held at the same location as regular meetings.

The Secretary shall give notice of the date, time, location and purpose or purposes of a special meeting, other than an emergency meeting, by following the notice procedures set forth in Section 1 as early as practicable, but not later than twenty-four (24) hours before the time the meeting is to start.

If there is sufficient time to post twenty-four hour (24) notice, the Secretary shall give notice of an emergency meeting in the same manner as notice of a non-emergency special meeting. Otherwise, notice of the emergency meeting shall consist of notifying all news media who have requested notice in writing of special or emergency meetings as soon as an emergency meeting has been called or if communications are not possible, as soon thereafter as is practicable.

SECTION 4. NOTICE OF MEETINGS TO DISCUSS PARTICULAR BUSINESS

The Secretary shall give reasonable advance notice of any regular or special meeting at which a particular type of public business is to be discussed to any person who has requested such notice. If time permits, such notice shall be by mail, e-mail or as the Board determines. Otherwise, telephone notice of such shall be given or, if so requested, by e-mail. A request for notice shall be in writing, shall state the requester's name, address, telephone number, e-mail address, if any, an indication of the type of notice preferred (regular mail or e-mail) and the nature of the public business of which the requester

has a particular interest and desires notice. The request shall be accompanied by a payment on an annual fee of five dollars (\$5.00). Any request shall remain in force for one year and may be renewed by submitting a new request in writing with a new annual fee at the rate in effect at the time of the new request.

SECTION 5. SPECIAL NOTICE REQUIRED BY LAW

When a particular form or method of notice is required by statute for a public meeting of the Board, notice of the meeting shall be given in the form and manner prescribed by the statute, in addition to the notice otherwise required by these rules.

SECTION 6. OTHER MEANS BY WHICH PERSONS MAY OBTAIN INFORMATION AS TO THE TIME, DATE, LOCATION, AND PURPOSE OF MEETINGS OF THE BOARD

Persons may determine the time, date, location and purpose of the meetings of the Board by viewing the notices posted pursuant to Section I or by telephoning the Law Library.