



## **RULES OF PUBLIC NOTICE FOR REGULAR, SPECIAL AND EMERGENCY MEETINGS OF THE UNION COUNTY RECORDS COMMISSION**

### **SECTION 1. NOTICES**

All notices to be posted under the following rules shall be posted and announced in the same fashion. Special meetings and emergency meeting notices shall be posted online on the Union County Board of County Commissioners' website. Special meeting and emergency meeting notices shall be posted in paper form inside the lobby of the Union County Records Center & Archives.

### **SECTION 2. REGULAR MEETINGS**

The Union County Records Commission will meet for regular meetings twice a year in April and October, approximately six months apart. Regular meetings of the Records Commission will be held in the Union County Commissioners' Hearing Room unless otherwise specified on the meeting notice.

### **SECTION 3. SPECIAL AND EMERGENCY MEETINGS**

Special meetings of the Union County Records Commission will be held at the call of any member of the Commission or by the Commission Secretary. 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 due to acts of God or similar conditions, 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 Commission 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 Commission, 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 COMMISSION**

Persons may determine the time, date, location and purpose of the meetings of the Commission by viewing the notices posted pursuant to Section 1 or by telephoning the Records Center and Archives Department.