

## *Notification for Meetings*

Neighborhood associations are required to have their meeting be open to the public and to provide both general and direct notification. The chair is responsible for either handling meeting notification directly or getting the necessary information to the board member in charge of this task.

**What Needs To Be In The Notice?**

- Date & Time of Meeting
- Location of Meeting
- Brief description of agenda topics

The required method and notification period depends on the type of meeting. The following document outlines the minimum requirements set by the ONI Standards. However, your neighborhood bylaws may have additional requirements.

### General, Board, Special & Committee Meetings

#### General Notice

- Notice to the general public and board or committee members must be given a minimum of seven (7) days before the meeting, however more notice is suggested.
- Methods of notification vary from neighborhood to neighborhood, however, it is required that each association make a good faith effort to reach a majority of their membership.

**General Notification Methods**

- Website
- Email / Listserv
- Newsletters
- Social Media
- Door to door flyers
- Public bulletin boards / kiosks
- Online Community Calendars

#### Direct Notice\*

- Direct notice must be given a minimum of twenty four (24) hours before the meeting to people who have specifically requested notice (such as interested media) and applicants in land use and liquor license reviews when their issue is on the agenda.
- Direct notice may be delivered by hand, mail, email, or when those methods are not practical, by telephone.

### Emergency Meetings

**What's An Emergency Meeting?**

- Emergency meetings may be called when decisions need to be made in less than the standard seven (7) days' notice.
- The emergency matter at hand is the only topic that may be discussed.
- Refer to your neighborhood bylaws for specific procedures for calling an emergency meeting.

#### General & Direct Notice\*

- A minimum of twenty four (24) hours' notice is required to the public as well as members of the board or committee and any parties who are known to have a direct interest in the topic to be discussed at the meeting.
- Direct notice should still be delivered by hand, email, or telephone.