



Public Notice Requirements of Board Meetings
Policy Series: 1000 Board of Education

Policy No. 1410

Purpose

The purpose of this policy is to delineate requirements for public meeting notice which apply to all board meetings. Public hearings require additional information and notices with specific processes that must be followed and can be found in the accompanying procedures to this policy.

Public notice of annual meeting schedule

At least once each year, the Board shall give public notice of its annual meeting schedule. The notice shall specify date, time and place of such meetings.

Notice of specific meetings

1. Minimum twenty-four (24) hour notice: The Board shall provide public notice of each meeting at least 24 hours in advance of each meeting; such notice shall include the agenda, date, time and place of the meeting.
2. ~~Methods of Providing Public Notice~~ **giving notice of meeting**: Public notice of each Board meeting and of the Board's annual meeting schedule shall be given by: **at least 24 hours by**: Public notice of each Board meeting, as well as the Board's annual meeting schedule, shall be provided at least 24 hours in advance by the following methods:
 - a. Posting written notice at the local Board of Education office;
 - b. Posting notice on the Utah Public Notice Website; and,
 - c. **Posting notice on the District's website at least 24 hours in advance of the meeting.**
 - d. **Notice of each Board meeting shall also be given to each interested mayor or interested county executive (or their designee). An "interested mayor" is the mayor of a municipality that is partly or entirely within the boundaries of the school district. An "interested county executive" is the county executive or county manager of a county with unincorporated area within the boundaries of the**

41 school district. This notice shall be provided by mail, email, or other effective
42 means agreed to by the person to receive notice. Providing notice to at least one
43 newspaper of general circulation within the geographic jurisdiction of the public
44 body or to a local media correspondent. (Notice to such a newspaper or local
45 media correspondent sent pursuant to a subscription made through the Utah
46 Public Notice Website satisfies this requirement if the notice has been timely
47 sent.

48 a. The District shall also endeavor to post notice of Board meetings on the
49 District's web site at least 24 hours in advance of the meeting.

50 b. Notice of each Board meeting shall also be given to the following
51 officials (or their designee) for municipalities or counties that are partly
52 or entirely within the boundaries of the District: the mayor, county
53 commission chair, county executive, or county manager. **This notice**
54 **shall be provided by mail, email, or other effective means agreed**
55 **to by the person to receive notice.**
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57 **Action limited to meeting agenda**

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59 Where a meeting agenda must be included in the required public notice of a Board meeting (as
60 stated in the paragraph above), that agenda shall be sufficiently specific to notify the public of
61 the topics to be considered at the Board meeting. To be sufficiently specific, the agenda shall at
62 least list each anticipated topic under an agenda item in a manner which identifies the subject of
63 discussion and, if known, the nature of the Board action being considered on the subject. The
64 Board may not consider a topic in an open meeting which was not listed under an agenda item
65 and included with the advance public notice of the meeting, except that if an unlisted topic is
66 raised by the public during an open meeting, the Board may at the discretion of the presiding
67 Board member discuss the topic but may not take any final action on that topic during the
68 meeting. **The Board may not consider a topic in an open meeting which was not listed under**
69 **an agenda item and included with the advance public notice of the meeting. If an unlisted topic**
70 **is raised by the public during an open meeting, the Board may, at the discretion of the presiding**
71 **Board member, discuss the topic but may not take any final action on that topic during the**
72 **meeting.** This limitation may not apply to an emergency meeting where the requirements for
73 holding and giving the best practicable notice of such a meeting have been met. (See
74 "Emergency Meeting" below.)

75 When the Board holds a public hearing to adopt a budget or to approve a tax rate that exceeds
76 the certified tax rate, that meeting's agenda must be limited to the hearing and any related
77 discussion or action.

78 If the Board also needs to conduct other general business on the same day, that business must
79 be handled in a separate meeting that ends **before** the budget or tax rate hearing begins.

80 The hearing must be accessible to the public either in person or through electronic participation.
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83 **Emergency meeting**
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85 In case of emergency or urgent public necessity which renders it impractical to give the notice
86 identified in the paragraphs above, the best notice practicable shall be given of the time and
87 place of the meeting and of the topics to be considered at the meeting. No such emergency
88 meeting of the Board shall be held unless an attempt has been made to notify all of its members
89 and a majority of the members vote in the affirmative to hold the meeting.
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92 **Annual budget meeting notice**
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94 In addition to complying with the aforementioned public notice requirements, in regards to the
95 budget hearing [meeting](#), the Board shall do the following:
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- 97 1. Publish the required newspaper advertisement and/or electronic newspaper
98 advertisement (see [Utah Code § 45-1-101 \(2023\)](#) and the required Utah Public Notice
99 Website advertisement at least ten days before the day on which the hearing is held.
100 a. The public hearing [meeting](#) notice will include information on how the public may
101 access the proposed budget.
102 2. File a copy of the proposed budget with the Board's business administrator for public
103 inspection; and
104 3. Post a copy of the proposed budget on the District's Internet website.
105 4. In addition, if the proposed budget includes a tax rate in excess of the certified tax rate,
106 or if the Board meeting is required to consider whether to adopt a tax rate in excess of
107 the certified tax rate, the Board shall provide the notices and schedule the meeting as
108 required by [Utah Code § 59-2-919](#).
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111 **Legal References:**

112 [Utah Code § 52-4-202\(2\) \(2023\)](#)
113 [Utah Code § 52-4-202\(3\), \(4\) \(2023\)](#)
114 [Utah Code § 63G-30-102\(1\) \(2023\)](#)
115 [Utah Code § 53G-7-208\(3\)\(e\) \(2019\)](#)
116 [Utah Code § 52-4-202\(6\) \(2023\)](#)
117 [Utah Code § 59-2-919\(8\)\(b\)\(i\), \(e\) \(2025\)](#)
118 [Utah Code § 52-4-202\(5\) \(2023\)](#)
119 [Utah Code § 53G-7-303\(3\) \(2019\)](#)
120 [Utah Code § 53F-8-201\(3\) \(2019\)](#)
121 [Utah Code § 59-2-919 \(2024\)](#)
122 [Utah Code § 59-1-1604\(6\) \(2016\)](#)
123 [Utah Code § 59-1-1605 \(2016\)](#)
124 [Utah Code § 59-1-1605\(3\)\(b\) \(2016\)](#)
125 [Utah Code § 11-14-318 \(2023\)](#)
126 [Utah Code § 63G-30-102\(1\) \(2023\)](#)
127 [Utah Code § 11-14-103\(6\) \(2024\)](#)
128 [Utah Code § 45-1-101 \(2023\)](#)
129 [Utah Code § 63G-30-102\(1\) \(2023\)](#)

130 [Utah Code § 53G-7-305\(7\)\(b\) \(2019\)](#)
131 [Utah Code § 53G-4-402\(24\) \(2025\)](#)
132 [Utah Code § 53G-4-204\(3\) \(2023\)](#)

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135 **Board Approved:** August 13, 2013
136 Revised: November 11, 2025

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