

Do Not Write in this Space

Meeting Cancellation VIRGINIA BLANCHARD SCHOLMSHIP COMMITTEE Board or Commission Meeting Date Time 7.'00 PM Place Authorized Signature PLEDGE OF ALLEG-TANCE, ROLL CALL, Call to Order PROOF OF NOTICE II. Old Business III. New Business IV. Executive Session

## Meeting Postings:

V. Adjournment

- Except in an emergency, a public body must post notice of a meeting at least 48 hours in advance, excluding Saturday's, Sunday's and legal holidays, except in emergencies.
- "Emergency" is a sudden, generally unexpected occurance or set of circumstances demanding immediate action.
- In an emergency, a public body shall post notice as soon as reasonably possible prior to a meeting
- Notice must include date, time and place of meeting
- Must include listing of topics the chair reasonably anticipates will be discussed at the meeting
- Topics must give enough specificity so that the public will understand what will be discussed
- Public bodies are encouraged to update the notice when aware of new topic within the 48 hour period before the meeting
- Chairs should not post notices so far in advance that there is a high likelihood that new topics will arise, unless the chair updates the notice with any such new topics 48 hours in advance of the meeting