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Sunshine Laws by
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Simple Concept - Sunshine
laws apply - Open to Public
Amply Notice - Minutes taken

Each board member may
individually meet w/ Staff

No two board members
go to any meeting -

★ Notice meetings - Put
notice on posters, Board
Members may be present -
+ minutes will be posted.
(2 or more trustees may be
present)
(Board must accept minutes)

What newspaper do we
post notices in?

* Need procedure for
posting meetings -
pamphlets being done

Notice of meetings
advertising requirements

Required in Minutes

Brief notes

Minutes recorded

Make sure everyone

knows what happens

Not Required To Post ~~Minutes~~

Recommend - Divide up
offices

MSSD03595