

Office of Information Practices

Sunshine Law:

PUBLIC MEETING NOTICE CHECKLIST

1. Notice Includes:

- Date
- Place
- Time
- Agenda - describing with reasonable specificity matters to be considered
- If an executive meeting is anticipated, agenda describes purpose and statutory authority

2. Filing Notice:

- 6 calendar days prior to meeting, file at:
 - Lieutenant Governor's Office (State) **or** County Clerk (county)
 - State Calendar: <http://calendar.ehawaii.gov/calendar/html/event> (State only)
 - Board's Office
 - Site of meeting (when feasible)
 - Mailing list

3. Meeting Cancelled for Late Filing of Notice:

- Notice cancelling meeting posted at meeting site
- State Calendar: <http://calendar.ehawaii.gov/calendar/html/event> (State only)

4. Special Instructions for Emergency Meetings

(less than 6 calendar days prior to meeting):

- File emergency agenda and board's findings justifying emergency meeting at:
 - Lieutenant Governor's Office (State) **or** County Clerk (county)
 - Board's Office
 - State Calendar: <http://calendar.ehawaii.gov/calendar/html/event> (State only)
 - Persons on mailing list contacted by mail or telephone