

# Special Meeting Notice

## User Notes:

Special meeting notice must specify the time and place of the meeting and the business to be transacted. Such notice must be delivered personally, by mail, by fax, or by electronic mail at least twenty-four hours in advance of the meeting to each member of the governing body and to each local newspaper of general circulation and to each local radio and television station which has on file with the city a request to be notified of special meetings. Final disposition cannot be taken at a meeting on any matter which is not listed in the notice as part of the business to be transacted.

## Comments:

The requirements for special meetings are contained in [RCW 42.30.080](#). Also see the MRSC publication ["The Open Public Meetings Act: How It Applies to Washington Cities and Counties," Report No. 60, June 2004.](#)

Reviewed May 2007