

Board Operating Procedures

Designated Method of Giving Notice of Meetings

Reasonable advance publicized notice shall be given for meetings and work sessions held by the Board by a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.

In addition, at least four times per calendar year, the Board will publish in a newspaper of general circulation the following information:

1. The regular meeting schedule;
2. The location of regular Board meetings; and,
3. The method of advanced notice designated by the Board.

Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change. ~~one of the following methods:~~

- ~~1. Publishing in a newspaper of general circulation within the District's jurisdiction, posting on the newspaper's website, if available, and posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; or,~~
- ~~2. Posting to the newspaper's website, if available, and posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of the newspaper will be finalized for print prior to the time and date of the meeting.~~

~~The Superintendent is delegated the authority to determine which method of notice to use for a Board meeting.~~

~~If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by:~~

- ~~1. Posting on the newspaper's website, if available;~~
- ~~2. Posting notice on the statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; and,~~
- ~~3. Posting such notice in a conspicuous public place in the District. The Board Secretary shall keep a written record of such postings. Public notice shall indicate the time, place, and date of the Board meetings.~~

Notice shall be given a reasonable time in advance of the meeting. Two days' notice shall be considered sufficient.

The notice shall include a statement that the agenda, which shall be kept continually current, shall be readily available at the District Office during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the meeting.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as notified of the emergency meeting and the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency, a sudden or unexpected happening; an unforeseen occurrence or condition.

It shall be the responsibility of the Board Secretary to give public notice of Board meetings and work sessions. The Secretary shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification of the time and place of each meeting and the subjects to be discussed.

Legal Reference: [Neb. Rev. Stat. § 79-554](#)
[Neb. Rev. Stat. § 79-555](#)
[Neb. Rev. Stat. § 84-1411](#)

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