



Town of Knightdale

Staff Report Cover Sheet

Title: 2023 Meeting Schedule

Staff: Brittney Hunt, Deputy Town Clerk

Date: December 21, 2022

PURPOSE

- A key component of the open meetings law is the requirement to provide advance notice of meetings. Any public body that holds regular meetings must give public notice of those meetings by filing its schedule in a central location. Once the meeting notice is properly filed and posted, no other public notice is required for regular meetings. Changes to the regular meeting schedule are made by filing and posting a revised schedule at least seven days before the first meeting to occur.

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence

GENERAL STATUTE REFERENCE(S), if applicable

- § 143-318.12: Public notice of official meetings. *“If a public body has established, by ordinance, resolution, or otherwise, a schedule of regular meetings, it shall cause a current copy of that schedule, showing the time and place of regular meetings, to be kept on file...”*

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- 2023 Meeting Schedule

STAFF RECOMMENDATION

- Adopt the 2023 Meeting Schedule

Knightdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence