



# Town of Knightdale

## Staff Report Cover Sheet

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Title: 2024 Meeting Schedule Amendment 05

Staff: Heather Smith, Town Clerk

Date: November 20, 2024

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### PURPOSE

- A key component of the open meetings law is the requirement to provide advanced notice of meetings. The Town Council adopted its 2024 Meeting Schedule on December 4, 2023. The schedule has been amended four times since its adoption to account for additional meeting dates and to remove dates from a dissolved advisory board.
- The meeting schedule needs to be amended again to include a meeting with the Eastern Wake Local Government Association on December 12, 2024.

### 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 changes its schedule of regular meetings, it shall cause the revised schedule to be filed as provided in subdivisions (1) through (4) of this subsection at least seven calendar days before the day of the first meeting held pursuant to the revised schedule.”*

### TYPE OF PUBLIC HEARING, *if applicable*

- N/A

### FUNDING SOURCE(S), *if applicable*

- N/A

### ATTACHMENT(S)

- 2024 Meeting Schedule Amendment 05

### STAFF RECOMMENDATION

- Adopt the 2024 Meeting Schedule Amendment 05

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*Knightsdale Strategic Priorities*



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence