



# Town of Knightdale

## Staff Report Cover Sheet

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Title: 2025 Meeting Schedule

Staff: Heather Smith, Town Clerk

Date: December 18, 2024

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### **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.
- The 2025 Meeting Schedule includes all Council and Advisory Board meetings for the calendar year. Meeting dates that fall on holidays have been rescheduled.

### **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)**

- 2025 Meeting Schedule

### **STAFF RECOMMENDATION**

- Adopt the 2025 Meeting Schedule

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*Knightsdale Strategic Priorities*



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence