

### 21.4 Public notice.

1. *a.* Except as provided in [subsection 3](#), a governmental body shall give notice of the time, date, and place of each meeting including a reconvened meeting of the governmental body, and the tentative agenda of the meeting, in a manner reasonably calculated to apprise the public of that information. Reasonable notice shall include advising the news media who have filed a request for notice with the governmental body and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting, or if no such office exists, at the building in which the meeting is to be held.

*b.* Each meeting shall be held at a place reasonably accessible to the public and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impracticable. Special access to the meeting may be granted to persons with disabilities.

2. *a.* Except as otherwise provided in paragraph “c”, notice conforming with all of the requirements of [subsection 1](#) shall be given at least twenty-four hours prior to the commencement of any meeting of a governmental body unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given.

*b.* When it is necessary to hold a meeting on less than twenty-four hours’ notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.

*c.* If a governmental body is prevented from convening an otherwise properly noticed meeting under the requirements of [subsection 1](#), the governmental body may convene the meeting if the governmental body posts an amended notice of the meeting conforming with all of the requirements of [subsection 1](#).

3. [Subsection 1](#) does not apply to any of the following:

*a.* A meeting reconvened within four hours of the start of its recess, where an announcement of the time, date, and place of the reconvened meeting is made at the original meeting in open session and recorded in the minutes of the meeting and there is no change in the agenda.

*b.* A meeting held by a formally constituted subunit of a parent governmental body during a lawful meeting of the parent governmental body or during a recess in that meeting of up to four hours, or a meeting of that subunit immediately following the meeting of the parent governmental body, if the meeting of that subunit is publicly announced in open session at the parent meeting and the subject of the meeting reasonably coincides with the subjects discussed or acted upon by the parent governmental body.

4. If another section of the Code requires a manner of giving specific notice of a meeting, hearing, or an intent to take action by a governmental body, compliance with that section shall constitute compliance with the notice requirements of [this section](#).

[C71, 73, 75, 77, 79, 81, §28A.4]

C85, §21.4

[96 Acts, ch 1129, §113](#); [2008 Acts, ch 1032, §201](#); [2011 Acts, ch 106, §4, 17](#); [2016 Acts, ch 1025, §1](#)

Referred to in [§21.3, 21.8, 35C.1, 275.15, 282.11](#)