



STATE OF INDIANA

MITCHELL E. DANIELS, JR., Governor

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Gina M. Burgess

Via email: ginamburgess@hotmail.com

Informal Inquiry 11-INF-50; Notice

Gina,

In regards to (1), it would include the day of the meeting itself. Using your example if notice was posted on Wednesday at 10:00 a.m., the earliest the meeting could be held that would comply with Indiana's Open Door Law ("ODL") would be 10:00 a.m. on the following Friday (assuming no holidays).

In regards to (2), the ODL requires that public notice of the date, time, and place of any meetings, executive sessions, or of any rescheduled or reconvened meeting, shall be given at least forty-eight hours (excluding Saturdays, Sundays, and legal holidays) before the meeting. *See* I.C. § 5-14-1.5-5(a). One caveat to reconvened meetings would be that the requirement does not apply where announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes. A special meeting would require the same notice requirements as a regular meeting, which would include posting a copy of the notice at the principal office of the agency holding the meeting or, if no office exists, at the building where the meeting is located 48-hours prior to the special meeting. For notice to the media, the agency would need to be inform the media of the special meeting to those who had submitted their annual written request. Notice of the special meeting to the media can be sent via U.S. Mail, e-mail, or fax.

Please let us know if we can be other any further assistance.

Best regards,

A handwritten signature in black ink, appearing to read "J. Hoage".

Joseph B. Hoage
Public Access Counselor