

Public meeting notice – your responsibility checklist

- 1.** You should go to page <https://www.in.gov/fssa/thehub/2715.htm> and select your division's stationary. This page will have the most current FSSA letterhead.
- 2.** The center title should be PUBLIC NOTICE, PUBLIC MEETING or PUBLIC HEARING, depending on the type of notice you are creating. If you need any assistance, please contact your supervisor or contact the [FSSA Office of General Counsel](#) for assistance.
- 3.** The legal requirements for postings are the date, exact time and location of meeting.
- 4.** Once your notice has been created, send a copy to webrequests@fssa.in.gov so the notice can be added the state website. Please don't wait until the last minute to create your notice! Although the deadline is 48-hours prior to the event for postings, it takes time for it to be added to the state website. Please submit the notice at least 72 business hours prior to the event.
- 5.** You also need to post the notice outside of the agency's principal office at least 48 business hours before the event. For example, in the Indiana Government Center, postings can go on the posting area outside of the FSSA executive suite or the Office of the General Counsel on 4-West. Alternatively, these notices can be posted at the building where the meeting will occur, again, at least 48 business hours prior to the event.

Remember, the responsibility falls to each division and its assigned staff to follow the legal guidelines.