



MEETING NOTICE FILING BEST PRACTICES

- Do not file notices more than 6 months in advance of the meeting.
- Do not use all caps or bolded text.
- PDNUA – Please do not use acronyms.
- The Agency listed should be the governing body having the meeting. This should be the name that would best inform the public as to who is actually meeting.
- Do not start the name of the agency with “WV”, “Department of”, “Division of” or “Board of”, etc. The identifying name is sufficient. For example, instead of listing a notice under “West Virginia Office of the Secretary of State”, it should simply be “Secretary of State”.
- Division/Committee/Etc. is not a required field and should only be used if applicable.
- Location should be listed as though addressing an envelope.
- Purpose should be a brief yet specific overview of the main reasons for the meeting. For example, “regular meeting” doesn’t provide enough information.
- When filing an Emergency meeting notice, an explanation of the emergency circumstances must be included in the purpose.
- Stating where an agenda will be available for review prior to the meeting is recommended, but filing the entire agenda with the meeting notice is not.
- Do not copy and paste information in to the notice.
- Do not add extra spaces or lines. Keep the spacing concise.
- Contact the Administrative Law Division to edit or cancel a meeting notice. Do not add a second notice for this purpose.
- If an email confirmation stating the action taken on the notice is not received soon after submitting a notice during work hours, check the online database for the meeting notice. If not found, contact the Administrative Law Division.