• In order to avoid amendments, cancellations or duplications, 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 Governing Body listed should be the entity 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 governing body or 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’s Office”.

• Agency and Division/Committee/Etc. are not required fields 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.

• 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.