NOTICE

To comply with HB 1522, starting September 1, 2025, agendas (including revised agendas) must be posted 3-business days in advance of the meeting date (rather than 72 hours prior to the start time).

Below is a list that outlines when an agenda must be posted based on which day of the week a meeting is scheduled, *assuming there are no holidays*.

CSO will continue posting as normal at 10 and 3, but you may need to adjust when you are posting to meet this new requirement.

Meeting Day	**Posting Deadline*** (*send before 3pm* to make CSO 3pm posting)
Monday	preceding **Tuesday** (week before)
Tuesday	preceding **Wednesday** (week before)
Wednesday	preceding **Thursday** (week before)
Thursday	preceding **Friday** (week before)
Friday	preceding **Monday** (same week)

***NOTE* IF THERE IS A SCHEDULED CITY HOLIDAY WITHIN THAT TIME FRAME, THE POSTING DATE MUST BE ADJUSTED TO NOT COUNT THE CITY HOLIDAY AS ONE OF THE 3 BUSINESS DAYS.**

For example: Because November 27 and 28 are Thanksgiving holidays and do not count as business days, the agenda for a meeting on Wednesday, December 3, 2025 must be posted on Tuesday, November 25, 2025 by 3 p.m. to meet the 3-business day requirement (11/26, 12/1, and 12/2).