

Citrus County Community Charitable Foundation, Inc.
Meeting Notice Policy and Procedure

I. POLICY

Under its enacting legislation, Chapter 2014-254, Laws of Florida, Section 5 (c), the Citrus County Community Charitable Foundation “shall be considered a quasi-governmental entity and, at a minimum, must comply with all disclosure, accountability, ethics, and government-in-the-sunshine requirements which apply both to governmental entities and to their elected and appointed officials.” Therefore, the Board of Directors of the Foundation must provide reasonable notice and hold their meetings open to the public.

II. DEFINITIONS

Paid Advertisement: A purchased classified ad in the local paper.

Email Meeting Announcement: An email for the Secretary, or Committee secretary, announcing the board or committee meeting including listing the date, time and place of the meeting, and containing a meeting agenda.

Annual Meeting Schedule: A meeting schedule adopted by the Board setting forth the list of meetings for the fiscal year.

Committee Meeting Schedule: A schedule of committee meetings dates adopted by the Board setting forth the list of committee meetings for the fiscal year.

Website Meeting Notice: Notice of board and committee meetings listed on the Foundation’s website.

III. PROCEDURE

1. Board Meeting Notices.

- a. In accordance with Section 8.07(c) of the Bylaws, the Secretary shall ensure notices for all meetings are publicly noticed as required by law; and therefore, all email correspondence regarding meeting notices shall be copied to cccf2015@aol.com.
- b. In October, at its annual meeting, a meeting schedule of the Board of Directors is adopted for the fiscal year. That meeting schedule is then published on the Foundation’s website, and published in the local newspaper by paid advertisement.

Citrus County Community Charitable Foundation, Inc.
Meeting Notice Policy and Procedure

- c. Not less than seven days prior to the meeting date, a paid advertisement is placed in the Citrus County Chronicle containing the Board meeting date, time and place, and a reference to the Foundation's website.
 - d. Not less than seven days prior to the meeting date, an email meeting announcement is distributed to the Foundation Board, the Foundation Attorney, the Foundation Accountant, and the Citrus County Chronicle including the date, time, and location of the meeting, and a copy of the agenda.
 - e. At each monthly Board meeting, the meeting date, time and location for the next Board meeting is announced.
 - f. For Board meetings that are held at the Lecanto Government Center, the meeting is listed on the public meeting schedule located in the lobby of the Lecanto Government Center. Meetings at other locations shall have a notice placed on location giving notice of the meeting, date, time and location.
2. Committee Meeting Notices.
- a. As directed by the Board, each Committee Chair shall provide notice for his or her committee meeting, and any email correspondence regarding committee meeting notices shall be copied to the Board Secretary. The Board Secretary will upon receipt provide them to the webmaster for publishing on the website.
 - b. In October, at its annual meeting, a meeting schedule of the various committees of the Board is adopted for the fiscal year. That meeting schedule is then published on the Foundation's website, and published in the local newspaper by paid advertisement.
 - c. Not less than seven days prior to the meeting date, a paid advertisement is placed in the Citrus County Chronicle containing the Committee meeting date, time and place, and a reference to the Foundation's website.
 - d. Not less than seven days prior to the meeting date, an email meeting announcement is distributed to the Foundation Board, the Foundation

Citrus County Community Charitable Foundation, Inc.
Meeting Notice Policy and Procedure

Attorney, the Foundation Accountant, and the Citrus County Chronicle including the date, time, and location of the meeting, and a copy of the agenda.

- e. At each Board and Committee meeting, the meeting date, time and location for the next Committee meeting is announced.
- f. For Committee meetings that are held at the Lecanto Government Center, the meeting is listed on the public meeting schedule located in the lobby of the Lecanto Government Center. Meetings at other locations shall have the meeting location included in the paid advertisement and the website meeting notice.

3. Meeting Notice Records

- a. At each meeting of the Foundation, either Board or Committee, the agenda shall include a Proof of Meeting Notice item, and the date meeting notice was published, and the method of meeting notice publication shall be identified in the minutes. Approved minutes shall include a copy of the proof of publication of the paid advertisement, and a copy of the email meeting announcement.
- b. Minutes are to be taken at each meeting of the Board, or any of its committees. Minutes shall include a record of date of public notice of the meeting, attendance of Board members, confirmation of a quorum, any motion and second on any item for which action is taken, and a record of the vote on each motion. Committee meeting minutes are to be submitted by the Committee Chair, or other committee designee, to the Secretary of the Board for distribution to other Board members and for submission to the webmaster for inclusion on the website.

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