

Featured Inquiry (08/19/13)

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Question:

Our regular city council meetings are on the first and third Tuesdays of each month. Do we need to submit a notice to the newspaper that a meeting will take place for each occurrence?

Answer:

Once you have formally established a regular meeting schedule for the city council by ordinance or resolution, there are no further notice requirements in the Open Public Meeting Act itself for those regular meetings. So no notice to the newspaper is required for that regular meeting.

However, note that [RCW 35A.12.160](#) requires that every city is to establish a procedure for notifying the public of the preliminary agendas for upcoming council meetings. This does not mean it has to be published in a newspaper, and few cities require that. But some procedure must be established - we believe most cities publish the preliminary agenda in advance on their website or physically at city hall or both. This would be sufficient to satisfy the statutory requirement.

So no additional notice of the regular meeting itself is required, but some method must be established to notify the public of the preliminary agenda in advance of the meeting.