



A SCHOOL BUSINESS OFFICIAL'S PUBLIC NOTICE CHEATSHEET

Public Notice	3 Dist. Locations	School Website	Newspaper	MCA	Notes
School Election Notices					
Notice of Close of Regular Registration			✓	7-1-4127	Publish 3 Times
Election by Acclamation and Cancellation of Election	✓			20-3-313	
Notice of Election	✓	✓	✓	20-20-204	Publish for 10 Days
Absentee/Mail Ballot Counting Notice			✓	13-15-105	*
Polling Location Accessibility Notice			✓	13-3-105	*
Publication of Information Concerning Voting Systems			✓	13-17-203	*
School Board Meeting Notices					
School Board Agendas	✓	✓	✓	2-3-103	**
Final Budget Meeting Notice			✓	20-9-115	
Resolutions & Other School Notices					
Notice of Intent to Increase/Decrease Permissive Levies				20-9-116	
Notice to Dispose of Property			✓	20-6-604	Publish for 10 Days
Call for Bids Public Notice	✓	✓	✓	18-2-301	Publish 3 Times
			✓		

NOTES:

You are not limited to postings locations set in MCA, as a district you can chose to publish notices in additional locations.

Best practice recommendations are to **remain consistent**.

* If the district publishes their notice of election on the 10th day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.

** 2-3-103, MCA

(i) if a newspaper of general circulation in the county where the agency is located publishes electronic notices and links to meeting agendas free of charge to the agency on the newspaper's website, the agency shall provide the notice and agenda to the newspaper to post on the newspaper's website;

(ii) **if the agency does not have an option to post notices and links to meeting agendas free of charge, the agency shall provide adequate notice of a meeting by doing at least one of the following:**

- (A) posting a link to the meeting agenda on the agency's primary website; or
- (B) posting the agenda on the social media site of the agency.