**(Jurisdiction Name) CIVIL SERVICE BOARD**

**Notice of (Year) Public Meetings**

The **(name of place)** Civil Service Board will hold its regularly scheduled meetings in **(Year)** as follows:

**(1st Quarter Meeting - Month, Day, Year)**

**(2nd Quarter Meeting - Month, Day, Year)**

**(3rd Quarter Meeting - Month, Day, Year)**

**(4th Quarter Meeting - Month, Day, Year)**

All meetings shall be held at the **(name of building where meetings will be held) in the (room) at (time a.m./p.m.).**

*Please be advised that the board may reschedule these meetings and may change the location of the meeting. Notice of all regular and special meetings shall be given by posting an agenda at* ***(name of place)*** *or at the building in which the meeting is to be held. The agenda for regular and special meetings shall be posted for at least twenty-four (24) hours, excluding Saturdays, Sundays and legal holidays, prior to the date fixed for such meeting.*

*Notice of all meetings shall state whether the meeting is regular or special, and shall include the date, time, place, and agenda of the meeting, provided that upon unanimous approval of the members present at a meeting, the board may take up a matter not on the agenda. Any such matter shall be identified in the motion to take up the matter not on the agenda with reasonable specificity, including the purpose for the addition to the agenda, and entered into the minutes of the meeting. Prior to any vote on the motion to take up a matter not on the agenda, there shall be an opportunity for public comment on any such motion in accordance with R.S. 42:14.*

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**Chairman of the Civil Service Board**

This notice is posted in order to comply with

Louisiana Revised Statute 42:19(A)(1)(a)

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| **DO NOT REMOVE BY ORDER OF**  **(Jurisdiction Name) CIVIL SERVICE BOARD** |