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**Providing Public Notification of Board Meetings & Elections to the Media**

Please be reminded that all First Steps County Partnership Boards are to operate in accordance with South Carolina Freedom of Information Act (FOIA) requirements concerning public meetings and public records. *As elsewhere, it is critical that you follow FOIA requirements with respect to the nominations and election process.*

**Meeting Notification**

To be in compliance with the FOIA, notification of scheduled meetings of the Board of Directors and Board Committees should go out to local media and be posted in a public place at least 24 hours prior to such meetings. **The notice must include the agenda, date, time, and place of the meeting.**

A sample media advisory is attached (**Attachment 1**).

**Notification of Election**

In accordance with the First Steps Operating Policies, Procedures and Guidelines manual, First Steps county partnership boards must publicize the solicitation for nominations of successor Category I Directors at least 45 calendar days prior to an election. It should be publicized in at least two local/county media outlets (i.e., print and broadcast media).

All print publicity should include:

* The descriptive title of Category I Directors for which nominations are being sought, including the number of positions available in each category.
* A description of the process by which an interested person(s) could submit his name for nomination as a Category I Director or nominate another for a position as a Category I Director. An example of this would be to ask interested persons to submit a nomination form to the county office. Be sure to provide information regarding where persons can obtain nomination forms.

A sample election notification ad is attached (**Attachment 2**). Please note that this language can be used in a press release to announce your intention to seek nominations.

All broadcast (radio or television) media should include a phone number in operation during regular business hours, which a person could use to obtain more information about the nomination process.

A sample broadcast script is attached (**Attachment 3**).

**Publishing Slate of Nominees**

Please note that the Nominating Committee must not meet until at least 15 days after publicizing the information listed above. In addition, once the Nominating Committee reviews all nominations and selects its slate of nominees, the slate of nominees must be published in a newspaper of general circulation in the county one calendar week before the full board vote. An example is provided below:

Election to be held: October 1

Publicize solicitation for nominations to the board: August 17

First meeting of the Nominating Committee: September 1

Publish slate of nominees: September 23