

<Date>

Dear Council Secretary and Council Chairperson,

Now that Kentucky law allows public agencies to use email notification for special meetings, please notify me by email of special meetings for the Larry A. Ryle high School SBDM Council.

You can use this email address:

<insert email address>

If you have any questions, please feel free to contact me at <insert preferred phone contact>.

Thank you,

<Insert your signature>

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**Kentucky Revised Statute 61.823
(excerpt with new language about email in bold-underline)**

Section 1.

- (3) The public agency shall provide written notice of the special meeting. The notice shall consist of the date, time, and place of the special meeting and the agenda. Discussions and action at the meeting shall be limited to items listed on the agenda in the notice.
- (4) (a) As soon as possible, written notice shall be delivered personally, transmitted by facsimile machine, or mailed to every member of the public agency as well as each media organization which has filed a written request, including a mailing address, to receive notice of special meetings. The notice shall be calculated so that it shall be received at least twenty-four (24) hours before the special meeting. The public agency may periodically, but no more often than once in a calendar year, inform media organizations that they will have to submit a new written request or no longer receive written notice of special meetings until a new written request is filed.
- (b) **A public agency may satisfy the requirements of paragraph (a) of this subsection by transmitting the written notice by electronic mail to public agency members and media organizations that have filed a written request with the public agency indicating their preference to receive electronic mail notification in lieu of notice by personal delivery, facsimile machine, or mail. The written request shall include the electronic mail address or addresses of the agency member or media organization.**