

**Policy and Procedures for publishing subordinate body meeting notices  
in the *Public Employee Quarterly***

The following policy and procedure is meant to provide a system for having accurate and timely submission of meeting notices for publication in OCSEA’s magazine, the *Public Employee Quarterly*.

“Accurate” means that the notice reflects the correct date, time and location of the meeting and is submitted by a duly authorized party.

“Timely” means that it meets the 15-day notice requirement per OCSEA’s Constitution and By Laws and provides adequate notice for subordinate body nominations and elections.

**Meeting notice submission period:** The schedule for submitting meeting notices for the **PEQ in 2009** is as follows:

<b>Issue</b>	<b>Last Day To Submit Notice (Production Deadline)</b>	<b>Mail Delivery Date</b>	<b>Earliest 15-day Meeting Date</b>
Winter 2009	Jan. 2, 2009	Feb. 6, 2009	March 6, 2009
Spring 2009	March 23, 2009	April 24, 2009	May 18, 2009
Summer 2009	June 22, 2009	July 24, 2009	Aug. 14, 2009
Fall 2009	Sept. 21, 2009	Oct. 23, 2009	Nov. 13, 2009

Once a year, a notice will be sent to all subordinate bodies reminding them of the opportunity to advertise meeting notices in the *Public Employee Quarterly*. Subordinate bodies are also reminded of the submission periods by notification in the *Public Employee Quarterly*, the leadership newsletter, *New Directions*, and on the ocsea website.

In addition, forms for submitting meeting notices are mailed to subordinate bodies quarterly. The forms will require the signature of an authorized chapter officer or election committee member. Meeting and election notices should be mailed to the it secretary.

Meeting notices may also be submitted through OCSEA’S online meeting notice system. This online system requires that the user have a valid myocsea and email account. The online system PROMPTS THE USER TO indicate whether or not the meeting notice submission meets the production deadline and whether the meeting will occur more than 15 days past the mail delivery date. (See the mail delivery date and Earliest 15-day Meeting Date, above). The online system generates a verification “receipt” and sends it to the submitter’s email account.

In the event a notice does not meet the required deadlines, the user will be offered the option to place a notice in the next publication or cancel the notice request.

**Making notice timeliness:** In order to guarantee that a meeting notice submission meets the 15-day membership notice rule required for nominations and elections, all meeting notices submitted on paper or through the online system must meet the two requirements above, namely, they are submitted on or before the production deadline and announce a meeting that occurs more than 15 days past the Mail Delivery Date.

**Making changes to meeting notices:** Subordinate bodies may withdraw or modify a meeting notice, but such withdrawals or modifications must occur before the applicable Production Deadlines. The change must be submitted either in writing to the Information Systems Coordinator or by using the online meeting notice system.

**OCSEA staff responsibility:** The various OCSEA departments involved in the meeting notice process will be responsible for the intake, processing, verification and publishing of the meeting notices in an accurate and timely manner to the extent that the notices will accomplish the 15-day notice requirement. Should any error in fact or timing of the notice be caused by OCSEA staff, OCSEA Central Office will incur the responsibility for giving the 15-day notice to affected members in an alternative manner.

*Revised on 12/18/08*