

Insert letterhead or type the  
name of the public body  
including the mailing address

**STATEMENT OF LOCATIONS WHERE ALL NOTICES OF THE MEETINGS  
OF THE [NAME OF PUBLIC BODY] WILL BE POSTED**

Pursuant to A.R.S. §38-431.02, the [name of public body] hereby states that all notices of meetings of the [name of public body] and any of its committees and subcommittees will be posted [identify the location where notices will be posted and include the hours during which such locations are open to the public, for example, "in the lobby of the State Capitol located at 1700 W. Washington, Phoenix, Arizona, and at the press room at the State Senate Building, 1700 W. Washington, Phoenix, Arizona. Both locations are open to the public Monday through Friday from 8:00 a.m. to 5:00 p.m. except legal holidays."] Such notices will indicate the date, time, and place of the meeting and will include an agenda or information concerning the manner in which the public may obtain an agenda for the meeting.

Dated this date day of month, year.

[name of public body]

By

\_\_\_\_\_  
insert name of officer,  
insert title of officer