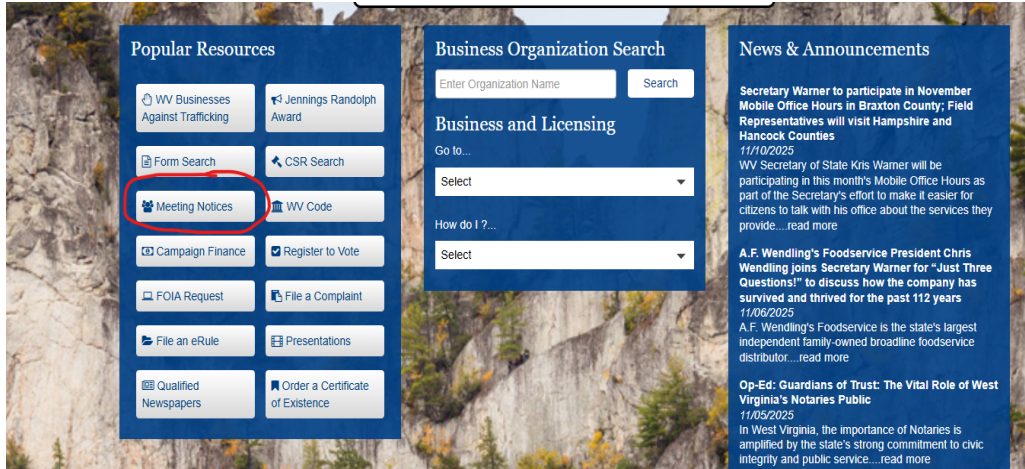
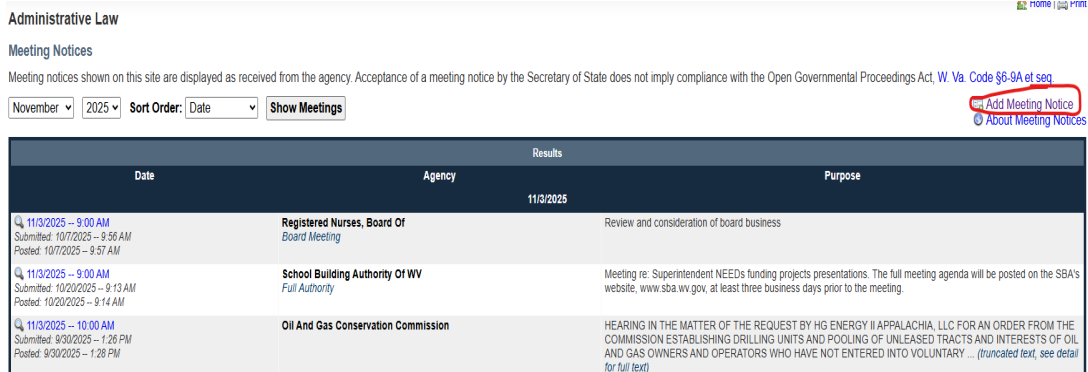


# WV Secretary of State Website – Meeting Notice Posting Directions

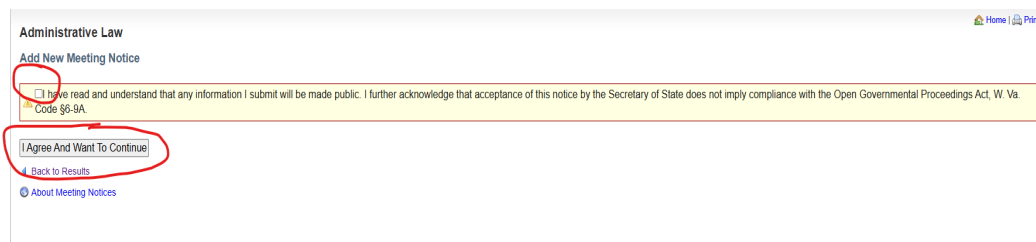
1. In your web browser, go to [www.sos.wv.gov](http://www.sos.wv.gov)
  - A. On the home page click on the **Meeting Notices** box



2. When the Administrative Law / Meeting Notices Page loads, select **Add Meeting Notice**.



3. Click the **check box** beside the **"I have read...."** statement.
  - A. Then click on the gray box labeled **"I agree and want to continue"**



**B. The following page will load:**

The screenshot shows the 'Add New Meeting Notice' form on the West Virginia Secretary of State's website. The page header includes the state seal and the name 'West Virginia Secretary of State Kris Warner'. The navigation menu includes 'Administrative Law', 'Business & Licensing', 'Elections', and 'Miscellaneous'. The form itself is titled 'Add New Meeting Notice' and contains the following fields:

- E-mail
- Governing Body (group having meeting)
- Agency (if applicable)
- Division / Sub-Committee / Etc. (if applicable)
- Date of Meeting
- Time of Meeting (with AM/PM dropdown)
- Location
- Purpose
- Emergency Meeting (with No dropdown)

At the bottom of the form, there is a green bar with the text 'Press SUBMIT to save your meeting:' followed by a 'Submit' button. A small disclaimer at the bottom of the form reads: 'The Secretary of State's Office statutory requirement (MVC Code § 4-5-54) now requires Open Meeting Notices to be published on the Secretary of States Web site five (5) business days prior to the meeting. The Meeting Notice is fully accessible by the Public. Please use caution and only enter the notice content you consider appropriate.'

A. Fill in with the appropriate information.

B. Once all is correct, Click the Submit button at the bottom of the page. **\*\* Once this is submitted, two emails will be sent to the email address that was provided in the meeting information box.\*\***