

Appendix C – Gibbs Township Known Meetings and Events **NEED TO ADD CLERK AND TREASURER'S EVENTS TO THIS LISTING!** (see Myrna's note sheet)

Month (#)	Month (Spell)	Event	Location	Duration (Hrs)	Attendees	Comments / Notes
01	Any	<b>SPECIAL MEETING</b> As Needed, not scheduled (published at least ten (10) days before)			Public	58-04-02. Special meetings - When held. A special township meeting may be held for the purpose of: 1. Electing township officers to fill vacancies that occur; 2. Authorizing expansion of the board of township supervisors from three to five members; 3. Removing an elected township officer; 4. Transacting other lawful township business whenever the supervisors or township clerk, or any two of them, or twenty percent of the freeholders of the township, shall file in the office of the township clerk a written statement that a special meeting is necessary; or 5. Whenever a special meeting is required by any other provision of the laws of this state. 58-04-03. Clerk to give notice of special meeting. Each township clerk with whom a statement provided for in section 58-04-02 is filed shall record the same and shall cause notice of the special meeting to be published at least ten (10) days before the meeting in a legal newspaper published in the township or, if there is no such newspaper, then in the county's official newspaper. 58-04-04. What notice of special meeting must specify - Business transacted at meeting limited. Each notice given for a special meeting must specify the purpose for which it is to be held. No business other than that specified in the notice may be transacted at such meeting. If vacancies in office are to be filled at the meeting, the notice must specify in what offices the vacancies exist, how they occurred, who was the last incumbent, and when the term of each office expires.
01	Jan	Gibbs Twp Charter Review	Various	2	Public	
02	Feb *	NDTOA Handbook Workshops	Vets Club, Steel, ND	4	Twp Officials	Bi-Annual Workshop, Even Calendar Years
03	Mar	Meetings of Board of Auditors (2 <sup>nd</sup> Tues March) (no requirement to published)	Conference Room, Burleigh Co Hwy Dept	2	Twp Officials	58-11-02. Meetings of board of auditors - When held - Duties. The board of auditors shall meet on the second Tuesday in March and on the second Monday in June in each year and at such other times as it deems necessary and expedient for the purpose of auditing and settling all charges against the township. It shall state on each account the amount allowed by it, but no allowance may be made for any account which does not state specifically each item and the nature thereof.
03	Mar	BCTOA	AmVets	8	Twp Officials	Annual meeting - Miller is BoD for BCTOA and his attendance is charged to BCTOA The annual meeting of the Association shall be held the FIRST WEDNESDAY after the SECOND TUESDAY in March
03	Mar	Gibbs Twp Annual Meeting (3 <sup>rd</sup> Tues March) (published at least ten (10) days before)	Conference Room, Burleigh Co Hwy Dept	1	Public	Annual meeting; NDCC: CHAPTER 58-04 - TOWNSHIP MEETINGS AND ELECTIONS; 58-04-01. Annual township meeting - When held - Change in meeting place - Notice. The electors of each township annually shall assemble and hold a township meeting on the third Tuesday in March at such place in the township or in an adjacent township as the board of township supervisors thereof shall designate. Notice of the time and place of holding the meeting must be given by the township clerk at least ten days prior to the meeting by publication in a legal newspaper published in the township or, if there is no such newspaper, then in the county's official newspaper.
03	Mar	Regular Meeting, discretion of the township supervisors the meetings provided for the second Tuesday and fourth Tuesday in March may be held on the same day as the annual township meeting (no requirement to published)	Conference Room, Burleigh Co Hwy Dept	0	Public	58-06-03. Regular meetings of board of township supervisors - When held. The board of township supervisors shall hold regular meetings on the second Tuesday in March, on the fourth Tuesday in March, and on the second Monday in June of each year, except that in the discretion of the township supervisors the meetings provided for the second Tuesday and fourth Tuesday in March may be held on the same day as the annual township meeting as provided in section 58-04-01.

04	Apr	NLT Apr 15, turn in road graveling map	Burleigh Co Hwy Dept	1	Twp Officials	
04	Apr	Tax Equalization Meeting (coordinate w/ assessor) (published at least ten (10) days before)	Conference Room, Burleigh Co Hwy Dept	1	Public	Tax Equalization meeting; NDCC: CHAPTER 57-09 - TOWNSHIP BOARD OF EQUALIZATION; 57-09-01. Membership of board - Meeting. 1. The township board of equalization consists of the members of the board of supervisors of each township, and the township clerk shall act as clerk of said board. The board shall meet in April in each year at the usual place of meeting of the township board of supervisors. Published in the official newspaper and posted at the usual place of meetings by the township clerk at least ten (10) days before the meeting.
05	May	NDIRF Ann Conf (Actual Date not set)	Various	4	Twp Officials	Annual meeting
06	Jun	Regular Meeting of the township supervisors (2 <sup>nd</sup> Monday in June) (no requirement to published)	Conference Room, Burleigh Co Hwy Dept	1	Public	58-06-03. Regular meetings of board of township supervisors - When held. The board of township supervisors shall hold regular meetings on the second Tuesday in March, on the fourth Tuesday in March, and on the second Monday in June of each year, except that in the discretion of the township supervisors the meetings provided for the second Tuesday and fourth Tuesday in March may be held on the same day as the annual township meeting as provided in section 58-04-01.
06	Jun	Meetings of Board of Auditors (2 <sup>nd</sup> Monday in June) (no requirement to published)	Conference Room, Burleigh Co Hwy Dept	2	Twp Officials	58-11-02. Meetings of board of auditors - When held - Duties. The board of auditors shall meet on the second Tuesday in March and on the second Monday in June in each year and at such other times as it deems necessary and expedient for the purpose of auditing and settling all charges against the township. It shall state on each account the amount allowed by it, but no allowance may be made for any account which does not state specifically each item and the nature thereof.
08	Aug	Provide Co Auditor Budget Hearing Date			Clerk	57-15-02.2. On or <b>before August tenth</b> of each year the governing body of a taxing district shall provide to the county auditor in each county in which the taxing district has taxable property a preliminary budget statement and the date, time, and location of the taxing district's public hearing on its property tax levy, which may be no earlier than <b>September seventh</b> .
09	Sep	Gibbs Twp Budget Hearing, Sep 8 <sup>th</sup> or later	Conference Room, Burleigh Co Hwy Dept	1	Public	57-15-01.1. Protection of taxpayers and taxing districts. 57-15-02.2. Estimated property tax and budget hearing notice. On or before August tenth of each year the governing body of a taxing district shall provide to the county auditor in each county in which the taxing district has taxable property a preliminary budget statement and the date, time, and location of the taxing district's public hearing on its property tax levy, <b>which may be no earlier than September seventh</b> . A taxing district that fails to provide the information required under this subsection on or before August tenth may not impose a property tax levy in a greater amount of dollars than was imposed by the taxing district in the prior year.
12	Dec	NDTOA Annual Convention		8	Twp Officials	See NDTOA Grassroots or website
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12	Dec	Gibbs Twp Meeting (no requirement to published)	?	1	Public	Executive Meeting, Officer Only, bill pay, time sheet turn-in, Road Maintenance Contract; Minutes are available upon request after the meeting
12	Dec	NLT 31 Dec; Turn-in Hwy Dept Contract	Co Shop	1	Public	Last (Signed) page of Burleigh County Highway Department Township Annual Road Maintenance Agreement delivered to Co Hwy Dept Building