## NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: PUBLICATION OF NOTICES

ADOPTED: October 20, 2011

**REVISED:** 

## 801.1. PUBLICATION OF NOTICES

1. Purpose SC 106

Whenever notice is required to be published in one (1) newspaper, such publication shall be made in a newspaper of general circulation as defined by law.

If notice is required to be published in more than one (1) newspaper, it shall be published in at least one (1) paper of general circulation published in the area or circulating generally throughout the participating school districts.

2. Guidelines

When such notice relates to any proceedings, matter in court, holding an election for the increase of indebtedness or the issue and sale of bonds to be paid by taxation, such notice shall also be published in the legal newspaper designated by the rules of the court of the county for the publication of legal notices and advertisement.

Auditor's statements and advertisements for public contracts and bids for materials and supplies shall be published only in newspapers of general circulation.

Proof of publication of any notice required to be given by the posting of handbills or statements shall be made by attaching an original copy of such handbill or statement actually printed and posted to an affidavit made by the person posting such notice. Such affidavit shall not be made by an interested party or an employee of any person(s) interested in the subject matter of said notice.

The affidavit shall state where and when the notices were posted and where the notice was published in newspapers.

A printed copy, exactly as published in said newspaper, shall be securely attached to an affidavit of the publisher or his/her designated agent.