

Town of Monterey Policy Statement

Policy Name:	Agenda Posting Requirements	Approval Authority:	Select Board
Adopted:	June 30, 2021	Applies to: Revised: 1/12/22	All Boards & Committees Reviewed: 6/30/21

This policy's purpose is to provide information to the elected and appointed public bodies in the Town of Monterey regarding meeting posting requirements and guidelines. This policy has been adopted by the Select Board and includes mandates under the state's Open Meeting Law.

Definitions:

- **Public Body:** An appointed or elected group of two or more people. Typical terms include but are not limited to: board, committee, commission, or council.
- **Official:** Any member of a public body.
- **Meeting Notice:** The notice that includes when a public body is meeting and details about the meeting.
- **Meeting Posting:** The act of making the meeting notice public and compliant with state Open Meeting Laws.
- **Bulletin Board:** The Town website www.montereyma.gov and Town Hall. These are the legal places for meeting notices to be posted to be in compliance with state laws, and meetings must be posted to the Town website 48 hours in advance of the meeting (not including holidays or weekends).
- **Note that the Town website is the legal posting place for the purpose of the Open Meeting Law.**

The Open Meeting Law Guide produced by the Office of Attorney General should be consulted for any questions, as the following list is just a few of the key requirements of the law.

Massachusetts Open Meeting Notice Requirements: Meeting notices must contain the following per state law:

- the **name of the Public Body** convening
- the **date and time** of the meeting
- the **place** of the meeting, as specific as possible
 - (i.e. "Town Hall Meeting Room," "Monterey Pavilion behind the Firehouse," "Monterey Community Center," "Monterey Library," "Zoom," "Go To Meeting")
 - Each notice must also include any remote sign-in instructions, numbers, links and passwords to access the meeting if the meeting will be held remotely.
- all **topics that** the chair reasonably anticipates, 48 hours in advance, **will be discussed at the meeting**
 - The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. Any items that are added between the 48-hour posting deadline and the meeting may only be addressed if it cannot wait until a subsequent meeting. Items should be as detailed as possible.

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- Topics should avoid abbreviations and acronyms, and spell out all words and phrases for maximum clarity.
- (i.e. “Contract” is not acceptable, “Procurement Contract with John Smith, Inc” is.)
- Meeting notices must also indicate the date and time that the notice was posted, either on the notice itself or in a document or website accompanying the notice, and should reference when the copy was filed with the Town Clerk (usually the same time as the posting).
- If a notice is revised, the revised notice must also conspicuously record both the date and time the original notice was posted as well as the date and time the last revision was posted.
- A copy of the meeting notice **must be posted** to the legally recognized posting place (in Monterey’s case, it is the Town website and Town Hall) **at least 48 hours prior to the meeting time**. This does not include weekends (both Saturday and Sunday) and holidays.

Procedure for posting a meeting in Monterey:

- Meeting notices should be submitted by going to (<https://www.montereyma.gov/town-clerk/webforms/meeting-notice-postings>) and **completing the form (or submitting the form to the Town Clerk or Town Administrator)**.
 - <https://www.montereyma.gov/> → Citizen Action Center → Post Meeting Agenda
- When submitted properly, a copy of the meeting notice goes to both the Town Clerk and the Town Administrator. The Town Clerk or the Town Administrator, depending who is most readily available after receipt of the submission, shall post the meeting notice to the Town website (the legal posting place) and the bulletin board outside of Town Hall.
- The Town website and Town Hall are the legal posting places which must be posted to 48 hours before the meeting in order to meet the requirements of the Open Meeting Law;
- Notices should be submitted with enough time to permit posting of the notice at least 48 hours in advance of the meeting. (The working hours of the Town Clerk and Town Administrator, and time off, should be taken into consideration when posting a meeting).
 - The Town Clerk and Town Administrator **will not be responsible for any missed postings or noncompliance with the state’s Open Meeting Law requirements**. The official calling the meeting is responsible for ensuring that the posting and meeting is in compliance with the Open Meeting Law.
 - Submitting a notice 72 hours in advance of the meeting should in most cases allow plenty of time for it to be posted before the 48 hour requirement.
 - Notices sent less than 48 hours in advance will not be posted.

Notice/Posting Recommendations: The following items are suggested, but not required:

- Agendas should be in bulleted/numbered list format, preferably in the order that the items will be discussed in the meeting.