

# Public Body Checklist for Posting a Meeting Notice

Issued by the Attorney General's Division of Open Government – March 12, 2013

## Notice Contents

- ☐ The notice contains the date, time, and location of the meeting. G.L. c. 30A, § 20(b).
- ☐ If the meeting is a joint meeting of several public bodies, the names of all bodies meeting are listed.
- ☐ The notice contains all of the topics that the chair reasonably anticipates will be discussed at the meeting. G.L. c. 30A, § 20(b). The topics are sufficiently specific to reasonably advise the public of the issues to be discussed at the meeting, including executive session topics. See G.L. c. 30A, § 20(b); 940 CMR 29.03(1)(b).
- ☐ The notice is printed in a legible, easily understandable format. G.L. c. 30A, § 20(b).
- ☐ The date and time that the notice is posted is conspicuously recorded on the notice. 940 CMR 29.03(1)(b).

## Notice Publication

- ☐ The notice is published at least 48 hours before the meeting, not including Saturdays, Sundays and legal holidays. G.L. c. 30A, § 20(b).
- ☐ The notice is posted with the proper authority. G.L. c. 30A, § 20(c); 940 CMR 29.03(2)-(6).
  - Local public bodies - Filed with the municipal clerk, who must post it either:
    - In a location conspicuously visible to the public at all hours in or on the municipal building where the clerk's office is located; or
    - If an alternative posting method, such as a website, has been adopted, at the alternative location, with a description of the alternative method posted in a manner conspicuously visible to the public at all hours on or adjacent to the main and handicapped accessible entrances to the building in which the clerk's office is located. Meeting notice must also be available in or around the clerk's office so that members of the public may view the notices during normal business hours.
  - State public bodies - Posted to a website, and a copy sent to the Secretary of State's Regulations Division.
  - Regional public bodies - Posted in every municipality within the region, unless the public body has adopted an alternative notice posting method.
  - County public bodies - Filed with the office of the county commissioners and a copy of the notice is publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for the purpose, unless the public body has adopted an alternative notice posting method.

**Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. Checklists are updated periodically, so please confirm that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us). For more information on the Open Meeting Law, please visit [www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting).**



TOWN OF PAXTON  
Carol L. Riches  
Town Administrator  
697 Pleasant Street, Paxton, MA 01612  
508-754-7638 Ext: 20 Fax: 508-797-0966  
criches@townofpaxton.net

To: All Town Boards and Committees

From: Carol Riches, Town Administrator

Re: Meeting Posting Policy

Date: March 7, 2011

Effective immediately, we will put in place a policy for all Meeting Agenda Postings:

All agenda postings will be delivered to the Town Clerk by one of the following means:

- 1) Emailed to [ssstone@townofpaxton.net](mailto:ssstone@townofpaxton.net), with "a return receipt request"
- 2) Mailed to the Town Clerk
- 3) Placed in the Town Clerk's mail slot
- 4) Handed personally to the Town Clerk

In all methods (2) through (4) a copy of the posted agenda initialed and dated by the Town Clerk will be provided to the person submitting the posting. **The person submitting the posting is responsible for obtaining this receipt 48 hours prior to the time and date of the meeting.**

The Town Clerk will be responsible for posting the agendas outside her office and on the Town's website [www.townofpaxton.net](http://www.townofpaxton.net) 48 hours prior to the meeting.

All Open Meeting Laws should be adhered to at all times and in particular the 48 hours rule for all postings, with attention being given to the fact that Saturdays, Sundays and Legal Holidays do not count towards the 48 hours. The Open Meeting Laws can be found at <http://www.mass.gov/ago/openmeeting>.

This Policy accepted by the Board of Selectmen at a Regular Meeting scheduled Monday, March 7, 2011.

Frederick G. Goodrich  
Chair

William A. Trotta  
Vice Chair

Peter Bogren Jr.  
Clerk

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