



Town of Reading
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TO: Departments - Boards - Committees - Commissions - Councils

FROM: Laura Gemme

RE: How to Post a Meeting

DATE: September 1, 2013

Listed below are the current instructions for posting an open meeting in compliance with MGL Chapter 39 Section 23B.

Process:

- 1 Book a location to hold the meeting
 - Staff will book location via Outlook Calendar
 - BCC members will book a location via Employee Contact
- 2 If you have access to post on the Town of Reading Website
 - Post meeting on appropriate Calendar - meaning:
 - Log into website - Go to appropriate Board, Committee, Commission or Council Page
 - Add Event
 - Name event by the name of the Board, Committee, Commission or Council
 - Example: You are creating a meeting for the Board of Selectmen - Name of meeting is "Board of Selectmen"
 - If you don't have permission to post on the website contact a staff member
- 3 Create meeting agenda using the Agenda Template available on Town of Reading website
- 4 Provide the agenda to the Town Clerk's office allowing time for agenda to be posted within 48 hours of meeting
- 5 If providing the agenda via email please email to lgemme@ci.reading.ma.us and jrodger@ci.reading.ma.us - an email will be sent verifying the meeting was posted
- 6 Town Clerk's office will post the agenda on website and within Town Hall
- 7 All meeting cancellations must be cancelled via the Town Clerk's office

Rules:

- All meetings must be posted with the template provided on Town of Reading website
- All meeting postings must be typed; no handwritten postings will be accepted
- Unless there is an emergency, meetings must be posted 48 hours in advance of the meeting (Saturdays, Sundays and legal holidays do not count.)

Example: *If the Selectmen wish to hold a public meeting on Monday morning at 10 AM the meeting must be posted by 10 AM on Wednesday morning.*

- Postings must be signed by an Officer authorized to call such meeting
- Postings must include the date, day, time and place, including address of the meeting and a list of topics within the agenda
- Postings must be submitted to Town Clerk's office
- The Town Clerk's office will post the meeting in a binder at the Town Clerk's office as well as post on the Town of Reading website
- Only one meeting per form may be posted

In addition, any cancellations, changes of date, day, time or place for an open meeting must also be posted in accord with the instructions above. Any meetings that are continued, recessed, or delayed, should be noticed publicly by another posting.