



Town of Reading
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Reading MA 01867

Town Clerk
781-942-9050

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website: www.readingma.gov

TO: Departments - Boards - Committees - Commissions - Councils
FROM: Laura Gemme
RE: How to Post a Meeting
DATE: November 17, 2020

Below are the instructions for posting an Open Meeting in compliance with MGL Chapter 39 Section 23B.

Process:

- 1 Book meeting location and/or setup Zoom session
 - Reserve location via Town employee contact, or by calling Town Clerk's Office; and/or
 - Work with employee contact to set up Zoom session
- 2 Create meeting agenda using [Meeting Posting Form](#) on Town of Reading website
 - Include meeting location, if applicable, and/or "clickable" Zoom link
- 3 Email agenda to meetingposting@ci.reading.ma.us
 - Agenda must be received by Town Clerk's Office in time to be posted 48 hours prior to meeting
 - Town Clerk's Office will respond with email confirming receipt of agenda
- 4 Meeting will be posted by Town Clerk's Office on Town website, and in Meeting Postings book located in Town Clerk's Office lobby area

Notes:

- Meeting postings must be requested by an Officer authorized to call such meeting
- All meetings must be posted using [Meeting Posting Form](#) template; only one meeting allowed per form
- All meeting postings must be typed; no handwritten postings will be accepted
- Postings must be submitted to Town Clerk's office via email
- All meeting postings must be received by the Town Clerk's office by 3:00 PM to be posted that day – any postings received after 3:00 PM will be posted the next business day (keep in mind Town Hall is closed on Fridays)
- 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 Select Board wishes to hold a public meeting on Monday morning at 10:00 AM, the meeting must be posted by 10:00 AM on Wednesday morning. Therefore, the request must be received by 3:00 PM on Tuesday afternoon.*

- All meeting postings must provide information to allow public to view or participate in the meeting
- Postings must include date, time, and place including physical address and /or Zoom link, and a list of topics within the agenda
- For all meeting cancellations, the Town Clerk's office must be notified by email or phone

In addition, any changes of date, time, or place for an Open Meeting; or any meetings that are continued, recessed, or delayed, should also be posted in accordance with the above guidelines.

Please contact the Town Clerk's Office with any questions or concerns.