

## **Posting a Meeting**

**A MEETING POSTING IS A NOTICE OF A MEETING** that contains **ALL** of the following elements (see attached template):

1. the name of the board, committee or commission
2. time of the meeting
3. date of the meeting
4. place of the meeting—including street address
5. topics expected to be discussed (agenda items)

### **Procedure for getting meeting notices posted:**

Unless supported by other Town staff, board and committee chairs should send meeting notices electronically to Karen Guzzardi ([kguzzardi@boxborough-ma.gov](mailto:kguzzardi@boxborough-ma.gov)), Becky Harris ([rharris@boxborough-ma.gov](mailto:rharris@boxborough-ma.gov)) for posting on the town's website as well as the bulletin board. The notice must contain all 5 elements noted above. The notice should be in the form of an attachment as a Word document or pdf file, with the board name and date of the meeting as the name of the document.

To ensure timely posting, meeting notices must be received by NOON of the day before the day that is 48 hours before the meeting, not including Saturday, Sunday or holidays. This means that for Monday meetings we must receive your meeting notice by NOON on the previous Wednesday. For meetings held on Tuesday, meeting notices must be received by the previous Thursday at noon. In the event of a Monday holiday, Tuesday and Wednesday meeting notices must also be received by NOON on the previous Thursday.

All meeting postings received by the Town Clerk's office will be acknowledged and posted in a timely fashion. If you don't receive an acknowledgment that your meeting notice has been received and posted, or if you check the website and don't see your agenda, PLEASE CONTACT US IMMEDIATELY so we can take care of it.