

Posting Public Meetings in compliance with the Open Meeting Law (effective 7/2010 - updated 7/2022)

MEETING NOTICES

FORMAT DETAILS

- The agenda must include day, date, time and place of meeting. It must list **all** topics reasonably anticipated to be discussed at the meeting and the topics must be specific enough so that the public will understand what will be discussed.
- If the public can attend remotely, that information must be included on the posting. All committees have a permanent zoom links, which are available on town website under the Boards and Committees section. Contact Mia Baumgarten at mbaumgarten@town.orleans.ma.us with specific zoom or AV questions.
- Physical meeting rooms are booked through the Town Clerk's office. No more than 2 meetings can take place at one time and start times must be off-set by 15 minutes to accommodate the Media department.

POSTING REQUIREMENTS

- You must file your agenda with the Town Clerk's Office at least **48 HOURS** in advance (excludes Saturdays, Sundays & legal holidays) so Monday meetings need to be posted by Thursday. Filings may be via email; **72 HOURS** in advance is preferable to ensure timely posting. Postings must be sent to: kdarling@town.orleans.ma.us and eellis@town.orleans.ma.us and jhiggins@town.orleans.ma.us to insure proper posting in case of staff absence.
- A reply will be sent to confirm the meeting has been posted. Do not assume the posting was received unless an official confirmation email is received.
- An pdf Public Meeting Notice form is available on the Town's website under the Boards and Committees Resource Page.

NOTES:

- Your agenda will be posted to the Town's website and on the posting board in the foyer of town hall. Any interested party can sign up for electronic notifications for any and all committee agendas on the town website.
- Public bodies are encouraged to update the posting notice when made aware of a new topic
- Revisions must state "revision" on the top and indicate by * or ~~strike through~~ the revision in the body of the agenda.