

Meetings in General

Effective local government requires a well run public meeting.

Meetings shall be open to the public. There is no requirement to sign in, furnish ID, complete a questionnaire or provide any other information.

If you are speaking, you will be asked to state your name and address for the record.

Meetings may be recorded – taped or photographed but you MAY NOT interfere with the conduct of the meeting. You cannot yell from your seat to turn to the camera, keep it reasonable.

There are 3 Types of Meetings

TYPE	NOTICE	AGENDA	ADDING TO AGENDA	FILING RECORD OF VOTES	FILING MINUTES
Regular	By Jan. 31 st , file annual schedule with Town Clerk	By 24 hours prior to the meeting	By 2/3 vote only	By 48 hours after the meeting	By 7 days after the meeting
Special	By 24 hours before the meeting file with Town Clerk. Deliver written notice to members unless waived	Include time, place and only the business to be transacted. NOTHING ELSE. New business is not an item for a special meeting	NOT ALLOWED	By 48 hours after the meeting	By 7 days after the meeting
Emergency	None but business MUST BE a matter requiring a decision within 24 hrs	None	NOT ALLOWED	By 48 hours after the meeting	By 72 hrs after the meeting with Town Clerk; must include reason for the emergency

Agendas **must** be filed with the Town Clerk at least 24 hours prior to the meeting. All meetings are posted on the Town Calendar and the Town website. If the agenda is not filed with the Town Clerk 24 hours prior to the meeting then it's an illegal meeting, you cannot hold the meeting.

Agendas

The agenda is the who – what – where – when and why of the meeting.

WHO – Board or Commission

WHAT – Regular or special meeting

WHERE – Place

WHEN – Date & time

WHY – Order of business – Call to order, approval of minutes, reports, old or unfinished business, new business, adjournment

Adding to an Agenda

Regular meeting – By 2/3 vote only

Special meeting – NOT ALLOWED

Emergency meeting – NOT ALLOWED

Executive Session

Only agency members may attend, except for those persons invited to testify.

An agency must vote to go into executive session which requires a 2/3 vote of your membership. You must state on the record before going into Executive Session the reason for it.

1. Discussion of personnel issues - appointments, evaluations or dismissals. The employee must be notified and can be present. The employee can ask that the meeting be in public session.
2. Strategy or negotiations on pending claims or litigation.
3. Security matters.
4. Real estate acquisition (if openness might increase the price)

5. Discussions which might disclose records which are exempt from disclosure.

No votes may be taken in Executive Session.

Votes

Votes must be made available to the public within 48 hours of the meeting (excluding weekends and holidays) either in the agency office or in the Town Clerk's Office. This applies to all meetings – regular, special or emergency.

Minutes

Minutes must be available within 7 days of the meeting. This applies to regular and special meetings. Emergency meeting minutes must be filed within 72 hours and must state the reason for the emergency.

Minutes are a record of what happened at the meeting.

Outline

WHO –WHAT – WHERE – WHEN IT STARTED

Members present and absent

Minutes approved

Actions taken with the votes – who voted for or against

Reports

Adjournment

As Clerk of the RTM I take anecdotal minutes – which gives you an idea as to why the vote went a certain way. They are detailed but not verbatim. For historical purposes so you know what the Body was thinking 375 years from now. The purpose of the minutes is to convey what got done as opposed to who said what.

All minutes are posted on the Town website via the Town Clerk's Office.

Email

Do not discuss town business via email! Do not take votes via email!