

## MEETING POSTING GUIDELINES

The officer calling the meeting is responsible for complying with the following posting requirements.

1. 48 Hour notice for meetings of Boards and Committees – the Town Clerk must receive your meeting posting, including agenda by 3:30pm at least 48 hours prior to the meeting. This notice must be available to the public at all hours.

**The 48 hour notice cannot include Saturdays, Sundays or holidays.**

2. Notices need to be dropped off at the Clerk's office in Town Hall. Notices **will not** be accepted via email or fax

**Monday night meetings** must be posted **before Thursday night**.

**Tuesday night meetings** must be posted **before Friday night** (if Monday is a holiday, before Thursday night.)

**Wednesday night meetings** must be posted **before Monday night**.

**Thursday night meetings** must be posted **before Tuesday night**.

**Friday night meetings** must be posted **before Wednesday night**.

3. **Notices** must include the **date, time and place** of the meeting and the **agenda** (the list of topics that the chair reasonable anticipates that will be discussed).



Town of Mattapoisett  
Massachusetts  
Town Clerk's Office  
P. O. Box 89  
Mattapoisett, MA 02739

Barbara A. Sullivan, CMC, CMMC  
Town Clerk

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MEMO

TO: BOARDS AND COMMITTEE HEADS  
FROM: TOWN CLERK  
SUBJECT: REMINDER - Meetings/Minutes/Presiding Officers/Swearing In of Members

*This is a reminder regarding the posting of meetings, the submission of meeting minutes, the annual list of your presiding officers and the swearing in of your Board/Committee members.*

*Pursuant to MGL Chapter 39, Section 23A; please be sure that all meetings are posted within 48 hours of the meeting date. The 48 hours DOES NOT include weekends and holidays. Be sure to check the calendar when posting your meetings. Meetings must be posted even if held off premise from Town hall.*

*Minutes of these meetings also need to be filed in a timely fashion. Minutes that have not yet been accepted may be filed as long as they are marked **DRAFT** and then replaced when they are accepted. In the recent past several inquiries, both verbal and in writing, regarding missing minutes have been filed. I cannot impress upon you strongly enough that minutes of your meetings must be filed as soon as possible. In randomly looking through the meeting minute books here in Town Hall, I have found many boards and committees that are not up to date with filed minutes. Please bring your filings up to date to as soon as possible.*

*Please be sure that your committee and /or board members have been sworn in as soon as possible after receiving their appointment slip and before participating at any meetings. When a hearing does not go quite the way an applicant feels it should, the first question that often arises is; has everyone on the committee been properly and timely sworn in. So please have your members contact me or come in when they receive their appointment slip. It is always best to call the office first to be sure that I am available.*

*It is the Committee/Board head to see that all members are sworn in before participation and all minutes are posted in a timely fashion. As it is my responsibility to follow through on any complaints.*

*If you have questions regarding this memo please feel free to call my office or you may email me with questions.*

*Thank you for your cooperation,*



*Barbara A. Sullivan, CMC/CMMC  
Mattapoisett Town Clerk*