

1-2.7 Agenda Procedures

Agendas for regular meetings shall be completed no later than Thursday prior to a scheduled Monday meeting. The Board Chair and Town Manager shall coordinate the agenda items and sequence. Board members may submit agenda requests to the Chair and/or Town Manager for inclusion. A draft agenda shall be made available electronically to all members of the Board by the close of business on Wednesday before the scheduled meeting. Board members should notify the Chair and or Town Manager of any requested modifications to the draft agenda by 12:00PM Thursday.

Any written materials or other documentation from outside parties, to be discussed during a regular meeting, must be submitted to the Town Manager's office no later than 12:00PM on Tuesday prior to the scheduled meeting. If supporting documentation is not provided in such a timely manner, the Board may defer action on that agenda item.

~~The agenda shall normally consist of:~~

- ~~a. Call to Order~~
- ~~b. Public Service Announcements~~
- ~~c. Public Input~~
- ~~d. General Board business (hearings, licenses, administrative items, reports, presentations, etc.)~~
- ~~e. Town Manager Reports~~
- ~~f. Select Board Reports/Referrals~~
- ~~g. Press Questions~~
- ~~h. Adjournment~~
- ~~i. Executive Session (if needed)~~

The agenda shall be available to the public pursuant to requirements of Mass. General Law and Open Meeting Law.