

# Meeting Posting Procedures

1. Use the meeting notice Word document template
  - a. Download the [template](#) from the Town Clerk's website (Open Meeting Law) or email [townclerk@townofchelmsford.us](mailto:townclerk@townofchelmsford.us) to request one
2. Fill in the highlighted fields with the information specific to your group's meeting:
  - a. Name of Board or Group, Day of the week, Date, Time, Place, Address, Room, and an **Agenda**
    - i. The Agenda is a listing all topics that the chair reasonably anticipates will be discussed at the meeting.
    - ii. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting.
  - b. Update the Name and Date in the footer
3. Save the Word document with a file name that includes the Board or Group Name – Agenda – Date of Meeting (year-month-day)
  - a. Use a file name like: "Board of Selectmen – Agenda – 2018-01-31" or "Conservation Commission – Agenda – 2018-04-25"
4. Open a new email to [townclerk@townofchelmsford.us](mailto:townclerk@townofchelmsford.us) and put "Meeting Notice" in the subject line
  - a. Example: "Meeting Notice – Board of Selectmen – 2018-01-31"
5. Attach your saved meeting notice Word document to the new email
6. Send the email before **1:00 pm**, two days in advance of the meeting time, **excluding** Saturdays, Sundays or holidays

**Emailed meeting notices will be posted once a day beginning after approximately 1:00 pm.**

If you send a posting after 1:00 pm, it will not be posted until the following business day after 1:00 pm. Once received and filed, the meeting will appear on the Public Meeting website Calendar.

7. **Please check the website calendar to confirm that your meeting was posted.**

## **IT IS YOUR RESPONSIBILITY TO ENSURE EMAILED MEETING NOTICES ARE POSTED**

If you do not see your meeting, call the Town Clerk's office immediately or physically bring an agenda and date stamp it in the Clerk's Office and have it posted on the Official Bulletin Board in order to meet the 48 hour posting requirement. Do **NOT** send another email asking if we received the previous email.

It is your responsibility to ensure that meetings are properly received well in advance of the deadline. We cannot foresee power outages, junked emails, sickness, down computers, busy counter traffic, etc. **Emailing meeting notices is a courtesy service and not a guarantee that the meeting will be posted.**

Posting a meeting does **NOT** reserve your room.

Email, call, or visit the office with any questions: [townclerk@townofchelsmford.us](mailto:townclerk@townofchelsmford.us), 978-250-5205

## Example Meeting Scenarios

The Clerk's Office is open from 8:30 am to 4:00 pm and the building is locked at 4:00 pm.

Meeting Day	Meeting Time	Emailed Agenda Deadline	Hand Delivered Paper Deadline
Monday	7:00 pm	Thursday @ 1:00 pm	Thursday @ 3:55 pm
Tuesday	7:00 pm	Friday @ 1:00 pm	Friday @ 3:55 pm
Wednesday	7:00 pm	Monday @ 1:00 pm	Monday @ 3:55 pm
Thursday	7:00 pm	Tuesday @ 1:00 pm	Tuesday @ 3:55 pm
Friday	7:00 pm	Wednesday @ 1:00 pm	Wednesday @ 3:55 pm

Meeting Day	Meeting Time	Email Agenda Deadline	Hand Delivered Paper Deadline
Monday	9:00 am	Wednesday @ 1:00 pm	Thursday @ 8:55 am
Tuesday	9:00 am	Thursday @ 1:00 pm	Friday @ 8:55 am
Wednesday	9:00 am	Friday @ 1:00 pm	Monday @ 8:55 am
Thursday	9:00 am	Monday @ 1:00 pm	Tuesday @ 8:55 am
Friday	9:00 am	Tuesday @ 1:00 pm	Wednesday @ 8:55 am

Meeting Day	Meeting Time	Email Agenda Deadline	Hand Delivered Paper Deadline
Thursday	6:30 pm	Tuesday @ 1:00 pm	Tuesday @ 3:55 pm
Friday	6:30 pm	Wednesday @ 1:00 pm	Wednesday @ 3:55 pm
Monday <b>HOLIDAY</b>	N/A	N/A	N/A
Tuesday	6:30 pm	Thursday @ 1:00 pm	Thursday @ 3:55 pm
Wednesday	6:30 pm	Friday @ 1:00 pm	Friday @ 3:55 pm
Thursday	6:30 pm	Tuesday @ 1:00 pm	Tuesday @ 3:55 pm
Friday	6:30 pm	Wednesday @ 1:00 pm	Wednesday @ 3:55 pm

Meeting Day	Meeting Time	Email Agenda Deadline	Hand Delivered Paper Deadline
Thursday	10:30 am	Monday @ 1:00 pm	Tuesday @ 10:25 am
Friday	10:30 am	Tuesday @ 1:00 pm	Wednesday @ 10:25 am
Monday <b>HOLIDAY</b>	N/A	N/A	N/A
Tuesday	10:30 am	Wednesday @ 1:00 pm	Thursday @ 10:25 am
Wednesday	10:30 am	Thursday @ 1:00 pm	Friday @ 10:25 am
Thursday	10:30 am	Friday @ 1:00 pm	Tuesday @ 10:25 am
Friday	10:30 am	Monday @ 1:00 pm	Wednesday @ 10:25 am