

Meeting Posting Procedures

Prior to sending an agenda, please confirm that your meeting space has been reserved. All Boards and Committees are responsible for reserving their own rooms. Rooms can be reserved on the Facilities [page](#) of the Town website.

1. Once your meeting space is booked, download the Meeting Notice [template](#) from the Open Meeting Law [section](#) of Town Clerk's website.
2. Complete the template with the necessary information for your upcoming meeting.
 - a. Required fields include: Date, Time, Location—including address and room, and/or link to video conference platform (Zoom, Skype, Teams etc.) if the meeting is hybrid or virtual.
 - b. List agenda items below the required fields section.
 - c. Agenda items are all topics reasonably expected to be discussed during the meeting runtime in the order they are anticipated to be addressed. Care should be taken to ensure that the topics listed are sufficiently descriptive and specific as to reasonably inform the public about anticipated meeting topics.
 - d. Ensure any hyperlinks included function correctly and lead to the intended file/site.
3. Save in Word document format. File name should include the date of the meeting, the name of the Board or Committee, and document type, e.g., Agenda
 - a. **Example File Name:** "2022-01-25 Select Board Agenda"
4. Send completed agenda template to the Town Clerk's Office email at townclerk@chelmsfordma.gov.
 - a. Subject line should include meeting notice information.
 - i. **Example Subject Line:** "Meeting Notice: Council on Aging 1-24-2022 Agenda"
 - b. Meeting notices should be sent before 1:00 PM, two business days prior to the meeting time. **Weekends and holidays are excluded so please plan accordingly.**
 - i. Example: Agendas for a meeting on Monday at 7:00 PM should be sent no later than 1:00 PM on the preceding Thursday.
 - ii. Agendas sent with less than 48 hours' notice of the meeting time will **not** be posted.
5. Please check the Town's Event [Calendar](#) to confirm the meeting and agenda have been posted.
6. Unexpected delays including power outages, technical issues, staff illness, and heavy counter traffic can occur. Please ensure that meeting notices and agendas are sent well in advance of the deadline to reduce the chance of unexpected delays impacting your meeting session.
7. Please email townclerk@chelmsfordma.gov with any questions.

