



THE TOWN OF BRAINTREE
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OFFICE of the TOWN CLERK

Joseph F. Powers, CMMC
Town Clerk
Theresa Ming-Barrows
Assistant Town Clerk

TO: All Boards, Commissions, Committees and Multiple-Member Bodies
FROM: Joseph F. Powers, Town Clerk
DATE: July 1, 2010
RE: New meeting posting form and posting process

This memo is a follow-up to the memo from the Town Solicitor dated June 28, 2010 relative to changes to the Open Meeting Law (OML). This memo deals solely and specifically with the process of posting meetings and the forms required to do so.

Attached is a sample form demonstrating the changes made relative to the OML as well as a listing of potential topics to be discussed. This sample is meant to serve as a template; if you have questions specific to your board, please do not hesitate to contact me or any member of my staff.

Meeting posting form

Also attached is the official meeting notice form that all boards, commissions, committees and multiple-member bodies must submit if posting a meeting. As you will see, the form is meant to be typed in Adobe, printed out, signed by the posting authority and sent directly to the Town Clerk's office. Once the form has been received, it will be time-stamped, scanned, the original form will be posted on the bulletin board previously used for meeting notices (in front of the Town Clerk's office), electronic copies will be available on the Town Clerk website as well as a site accessible 24/7 once that site has been determined and copies will be returned to the posting authority for your records.

One area of confusion regarding the new meeting posting process centers on posting of agendas. The OML specifically requires that the notice contain a "list of topics that the Chair reasonably anticipates will be discussed at the meeting." Please note that the new form allows for that list to be completed on the notice form. **Do not attach agendas to the meeting notice form.** Due to the onerous requirements of the law and the lack of posting space, it is imperative that you provide all of the required information on the single sheet (front-side only) form.

Meeting posting deadlines

As the Town Solicitor outlined in her memo of June 28, 2010, **Saturdays no longer count for purposes of posting a meeting 48 hours in advance.**

The information below should be referenced to determine the appropriate deadlines for your meeting notices:

Meeting held on a:

Monday
Tuesday
Wednesday
Thursday
Friday

Notice must be posted by:

Thursday prior
Friday prior
Monday prior
Tuesday prior
Wednesday

The meeting posting form file will be available for use through a link on the Town Clerk's website at the following address:

www.townofbraintreegov.org/townclerk/forms

Please bear in mind that this is a new process and that regulations governing the processing of the OML have yet to be finalized by the Attorney General's Office. In fact, we should expect alterations and changes to the form and the process as time progresses.

In the meantime, I appreciate your patience, cooperation and willingness to make this new process work for the betterment of our community.

As always, please do not hesitate to contact me or any member of my staff if you have any questions.

Thank you.