



TOWN OF EASTON
MASSACHUSETTS
Office of the Town Clerk

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**BOARD AND COMMITTEE
CHECKLIST FOR POSTING A MEETING AGENDA**

- The agenda is published at least 48 hours before the meeting, not including Saturdays, Sundays and legal holidays. G.L. c. 30A, § 20(b).
- The agenda contains the DATE, TIME & LOCATION of the meeting. MGL c. 30A §20(b)
- If the meeting is a joint meeting of several public bodies, the names of ALL bodies meeting are listed at the top of the notice.
- The agenda contains all of the topics that the chair reasonably anticipates will be discussed at the meeting. MGL c. 30A, §20(b).

The Topics must be sufficiently specific to reasonably advise the public of the issues to be discussed at the meeting. MGL c. 30A, §20(b); 940 CMR 29.03(1)(b)

- If the notice is amended within 48 hours of a meeting, not including Saturdays, Sundays, and legal holidays, then the date and time that the meeting notice is amended must also be conspicuously recorded on or with the notice. 940 CMR 29.03(1)(d).
- The agenda is composed on the approved [agenda template](#).
- The agenda is named properly in accordance with the [MOD naming conventions](#).
- The agenda is emailed, in Microsoft Word format, to agendas@easton.ma.us

Please email your Agendas well in advance of the 48 hour posting deadline. Please call the Clerk's Office when you are close to the 48 hour deadline to ensure it is posted timely. It is up to the committee, not the Clerk's Office to make sure the 48 hour deadline is completed with.

This Checklist is intended as an educational guide and does not constitute proof of compliance with the Easton Home Rule Charter and the Open Meeting Law. For Questions, please contact the Office of the Town Clerk by phone at 508-230-0530 or by email at townclerksoffice@easton.ma.us