



TOWN OF EASTON
MASSACHUSETTS
Office of the Town Clerk

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**BOARD AND COMMITTEE
CHECKLIST FOR CREATING & APPROVING MEETING MINUTES**

- Minutes must accurately set forth the date, time, place of the meeting, and a list of the members present or absent. MGL c.30A, §22(a).
- Minutes must include an accurate summary of the discussion of each subject. See MGL c.30A, §22(a). The summary does not need to be a transcript, but should provide enough detail so that a member of the public who did not attend the meeting could read the minutes and understand what occurred and how the public body arrived at its decisions.
- The minutes must include a record of all the decisions made and the actions taken at each meeting, including a record of all votes. MGL c.30A, §22(a).
- The minutes must include a list of the documents and other exhibits used by the public body during the meeting. MGL c.30A, §22(a). Documents and exhibits used at the meeting are part of the official record of the session, but do not need to be physically attached to the minutes. MGL c.30A, §§ 22 (d), (e).
- Executive session minutes must record all votes as roll call votes. MGL c.30A, §22(b)
- The minutes must be approved in a timely manner. G.L. c. 30A, § 22(c). A “timely manner” will generally be considered to be within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay. 940 CMR 29.11(2).
- The minutes are named properly in accordance with the [MOD naming conventions](#).
- The minutes are emailed, in a PDF format, to minutes@easton.ma.us

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