

## **Town Boards/Committees/Commissions** **Posting of Meeting Documents**

**Agendas:** Meeting agendas must be filed /posted with the Town Clerk at least 24 hours prior to a regular or special meeting.

**Motions:** Motions must be filed / posted with the Town Clerk no later than 48 hours after a regular or special meeting.

**Minutes:** Minutes must be filed / posted with the Town Clerk no later than 7 business days after the regular or special meeting.

### **Quorum**

In order for a meeting to be held, a quorum must be present. Typically a quorum is  $\frac{3}{4}$  of the Board, Commission or Committee, or also known at times as 50% plus 1 members.

### **Cancellations**

All meeting cancellations must be filed / posted with the Town Clerk as early as possible. If a meeting is cancelled after the fact, a cancellation notice must **STILL** be filed with the Town Clerk.

### **Annual Meeting Schedules**

Every Board, Commission or Committee must file annually with the Town Clerk by January 31, a schedule of the upcoming years' meetings. You may obtain a copy of the meeting schedule template and instructions from the Town Clerk.