

Meeting Posting Protocol

Timeline: Meetings must be posted 48 hours in advance, not counting weekends or holidays. Per town counsel's advice, the Town Clerk is the only person who should be posting meetings.

If your meeting is on...	The agenda must be submitted to the clerk by...
Monday	Wednesday
Tuesday – Daytime (6:00 or before)	Wednesday
Tuesday – Evening (After 6:00)	Friday
Wednesday	Friday
Thursday	Friday
Friday – Daytime (6:00 or before)	Friday
Friday – Evening (After 6:00)	Wednesday

If a holiday should occur, this will not be factored into the 48 hours. You should calculate the deadline by looking to the prior day: i.e. if you are scheduling a meeting on the Tuesday after a Monday holiday, you should follow the schedule as if your meeting was held on Monday.

Due to limited posting space, please do not post your meeting more than two weeks early unless there is a matter of particular importance that the public should know about far in advance.

Information: While there is no harm in adding additional information, the following items must be included on a meeting posting:

- Name of public body meeting
- Date and time of meeting
- Location of meeting if being held in person. This should be more specific than just “town offices”- you should specify which meeting room. The address (7 Brattleboro Road) should also be included.
- Any remote participation information (i.e. zoom info) if the meeting will be held remotely/hybrid.
- An agenda that includes all subjects anticipated to be discussed at the meeting. Items should be detailed enough for the uninformed resident to understand what will be addressed. For example, “Special Permit” and “Fire Department” are not sufficient, whereas “Special Permit – 10 Main Street / John and Jane Doe” and “Fire Department – Firefighter Hiring Practices” would be.
- Acronyms should not be used unless defined somewhere at least once as not everyone knows what OML and DOR mean. It is okay to use OML if you have previously included “Open Meeting Law (OML)” somewhere else on the agenda as this explains the meaning.

Format: Due to the limited amount of space on the posting board, the ideal posting should be as compact as possible without making it illegible. The following tips are recommended:

- Keep all font to no larger than 14 (and no smaller than 11/12)
- Keep spacing to single lines, only creating spaces where necessary to break up information. You should remove spaces between paragraphs as this often creates gaps in lists.
- Do not include the town seal or a large letterhead- this is usually large and takes up more space than you think while providing no legally required information.
- Keep the margins of the page small- 0.5 inches is ideal. This is a more efficient use of paper.
- Send it to the clerk in Word format so that it can be edited to better fit on the board.