

OFFICE OF THE TOWN CLERK
SUMMARY OF MEETING POSTING REQUIREMENTS

➤ **The officer calling the meeting** is responsible for complying with the following posting requirements:

1. The 48 hour notice for meetings of Boards and Committees – The Town Clerk’s Office date stamps and posts the notice upon receipt on the bulletin board in the vestibule in the back of the Town Hall to be available to the public at all hours.
2. To post a meeting notice on the Town Webpage, contact the technology department at infosystems@sudbury.ma.us.
3. Notices can only be received for posting while the Town Clerk’s Office is open. The 48 hours does not include Saturdays, Sundays or holidays.
4. The subject line of the email should contain the words “**MEETING NOTICE**” and date of meeting. Email agendas to townclerk@sudbury.ma.us.

For example:

- **Monday night meetings** must be posted before Thursday at 4pm
 - **Tuesday night meetings** must be posted before the Town Clerk’s Office closes Friday at noon.* (*If Monday is a holiday, or if the Town Clerk’s Office is closed on Friday, the notice must be received before the office closes on Thursday*).
 - **Wednesday night meetings** must be posted before Monday at 4pm.
 - **Thursday night meetings** must be posted before Tuesday at 6pm.
 - **Friday night meetings** must be posted before Wednesday at 4pm.
*(Please be aware that summer hours may change the above deadlines.)
5. Notices must include the **date, time and place including street address** for the meeting and the **agenda** (the list of topics that the chair reasonably anticipates will be discussed).
 6. If the Agenda is modified within 48 hours it must contain the word: **REVISED, the date and time of the revision; if it is 1st, 2nd or 3rd revision and the revised section should be highlighted.** For example: “*FIRST REVISED AGENDA, 3/23/24, 1st revision, originally posted 3.22.24*” *
“*If a notice is revised, the revised notice must also conspicuously record both the date and time the original notice was posted as well as the date and time the last revision was posted.” Open Meeting Law regulations 29.03.

You will receive a confirmation email when the notice has been posted. If you do not receive a confirmation, the meeting has not been posted. Please call us if the meeting has to be posted right away. Any questions email or call the Town Clerk at 978-639-3351.