

# NOTICE OF MEETINGS

| Type             | Notice                                                                                                                     | Agenda/<br>Notice<br>Contents                                                                          | Adding to<br>Agenda/<br>Notice                                                            | Filing Record<br>of Votes                                                         | Filing<br>Minutes                                                           |
|------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Regular</b>   | File yearly<br>schedule with<br>Sec'y Of State<br>(state) or Town<br>Clerk<br>(municipal) by<br>Jan. 31 <sup>st</sup> . ** | Agenda<br>available at<br>least 24hrs.<br>before<br>meeting. **                                        | Agenda items<br>may be added<br>by 2/3 vote of<br>those members<br>present and<br>voting. | Within 48 hrs. after<br>meeting (if minutes<br>not available within<br>48 hours). | Within 7 calendar<br>days after<br>meeting. ***                             |
| <b>Special</b>   | At least 24 hrs.<br>before meeting,<br>file at Sec'y Of<br>State (state) or<br>Town Clerk<br>(municipal). *                | At least 24 hrs.<br>before meeting.<br>Time, place and<br>business must<br>be included in<br>notice. * | Not permitted                                                                             | Within 48 hrs. after<br>meeting (if minutes<br>not available within<br>48 hours). | Within 7 business<br>days after<br>meeting. ***                             |
| <b>Emergency</b> | None required<br>if emergency is<br>justified.                                                                             | None required<br>if emergency is<br>justified.                                                         | Only<br>emergency<br>matters may be<br>considered.                                        | Within 48 hrs. after<br>meeting (if minutes<br>not available within<br>48 hours). | Within 72 hrs. after<br>meeting. Must state<br>reason for<br>emergency. *** |

\* Available with Sec'y Of State (state) or Town Clerk and in place of business. Also, must be posted on agency website.

\*\* Available with Sec'y Of State (state) or Town Clerk and in place of business. Also, must be posted on websites for state agencies only.

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