

**File: BEDA**

## **NOTIFICATION OF SCHOOL COMMITTEE MEETINGS**

Public notification of School Committee meetings must occur 48 hours in advance, excluding Saturdays, Sundays, and holidays. In the case of emergency meetings, notification must be posted as soon as reasonably possible prior to the meeting. Notices must be posted in a manner that is accessible to disabled persons to the extent required by federal and state law.

Meeting notices must be filed and available to the public in the office of the municipal clerk. Notices may be posted on a bulletin board, in a loose-leaf binder or on any electronic display (e.g. television, computer monitor, or an electronic bulletin board), provided that the notice is conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located. In the event that the meeting notices posted in the municipal building are not visible to the public at all hours, then the municipality must either post notices on the outside of the building or follow one of the alternative posting methods approved by the Attorney General.

The agenda, together with supporting materials, will be distributed to School Committee members three business days prior to the meeting to permit adequate time to prepare for the meeting.

Legal Refs.: M.G.L. 30A:18-25, Open Meeting Law  
940 CMR 29 Open Meeting Regulations

Cross Ref.: BE, Meetings

Revised: May 25, 2011