

Meeting Posting Requirements of Town of Dover Boards, Committees and Commissions

According to M.G.L. Ch. 30A, sec. 20: “Except in an emergency, public bodies shall file meeting notices sufficiently in advance of a public meeting to permit posting of the notice **at least 48 hours in advance**. Meeting notices shall be printed or displayed in a legible, easily understandable format and shall contain the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. **A meeting is not considered posted until time-stamped by the Town Clerk’s office.**

Receipts will not be sent unless your computer is set up for an automatic receipt. If the meeting or agenda is time-stamped less than 48 hours before it occurs, it is considered to be illegal.

Meetings can be posted ahead of time; a separate posting for each is required. The agenda must be posted 48 hours in advance of each meeting.

To post a meeting electronically, go to doverma.org. On the right side of the homepage, click on Post a Meeting/Agenda. Follow the timelines for posting meetings and agendas. (OML Guide p. 6.) Meetings/Agendas can always be filled out in person at the Town Clerk’s office.

Any meeting that has a quorum of the board present must be posted unless specifically exempted in the new open meeting law, which you have received.

Meeting minutes should be emailed to info@doverma.org or hard copy can be handed in to the Town Clerk’s office.