

Leyden Posting Procedures and Timelines

As established by Leyden Town Clerk

August 2, 2023

[Email sent to committee chairs and department heads on Aug. 2, 2023]

Dear committee chairs and department heads:

Effective immediately, please follow the procedures below for posting public meetings.

Meeting posting is under the authority of the Town Clerk, and I am sharing with you the process the town clerk established as she works to move us into full compliance with Open Meeting Law regulations.

1. **Process:** To post a meeting, please email the agenda (also referred to as "meeting notice") to BOTH the town clerk (townclerk@townofleyden.com) and CC the municipal assistant (muniasst@townofleyden.com).
2. **Agenda:** The town clerk provided the attached forms that you can use as templates for your agenda. PDF files are preferred for accessibility, but if you prefer to work in Word, she is able to convert the file to a PDF. At the bottom of the form, please list topics that the "chair reasonably anticipates will be discussed at the meeting." List the topics with "sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting."
3. **Timing:** Meetings must be posted with advanced notice prescribed by law, and you must add additional time for the town clerk to process and post your agenda. *You must not post your agenda yourself.* The law requires that meetings are posted at the official posting location 48 hours in advance of the start of the meeting, *excluding Saturdays, Sundays, and legal holidays.* For these standards to be met, *at a minimum* please meet the deadlines in this table to send your agenda to the town clerk. Please note that this assumes no holidays between the time you send your agenda to the town clerk and the meeting. Add appropriate time for any holidays. And it is a good habit to get the posting to the town clerk as early as reasonably possible, especially for Wednesday and Thursday meetings which have no time built in for contingencies. The town clerk will check her email at 4:00 in Northfield, print out the posting, and hand-post in Leyden that evening.

Email to town clerk by	to have meeting on
4PM Wednesday	Monday
4PM Thursday	Tuesday
4PM Monday	Wednesday after 5pm
4PM Tuesday	Thursday after 5pm

Confirmation: Upon receipt on the above schedule, town clerk will always reply that the meeting notice has been printed for posting. In the short term, Michele is a back-up in the event the town clerk is not available; the above timing expectations still apply. Except in emergency situations, failure to meet these deadlines and properly post a meeting means delaying the meeting.

If you have any questions or concerns about this process, please feel free to email the town clerk at townclerk@townofleyden.com or me at selectboard1@townofleyden.com.

If you have any technical difficulties with this process, please feel to reach out to me to discuss alternatives.

We are engaged in simultaneous searches for a permanent town clerk and for a part-time administrative assistant, a new position approved in Annual Town Meeting. The administrative assistant may be asked by the future town clerk to share in these posting tasks and can support committees in their compliance and facility with meeting posting.

Thanks for your work on behalf of Leyden!

Glenn Caffery
on behalf of the Select Board and Town Clerk