

**Town of Mashpee
Board of Selectmen**

Policy No: 19

Inclusion of Material on the Agenda of the Board of Selectmen

It is the policy of the Board of Selectmen for the Town Manager to develop the agenda for meetings of the Board of Selectmen in consultation with the Chairman or the Chairman's designee. Items to be included on the agenda shall be routed through the Town Manager, Assistant Town Manager, or the Chairman of the Board.

Deadlines for inclusion of material on the agenda are as follows:

- Standard deadline will be the **Monday** prior to meeting by 4:30 p.m.
- In the event of a Monday holiday, all submissions are due by 4:30 p.m. the previous Friday.
- Effective July 1, 2010, additional late filed topics are not permitted to be incorporated into the agenda unless they are deemed emergency topics.
- Members of the Board of Selectmen should make reasonable efforts to comply with the above guidelines but may, under unusual circumstances, place items on the agenda notwithstanding these procedures.
- Agenda items which clearly require the involvement of or input from a Town employee to be appropriately resolved by the Board will not normally be placed on the agenda unless the appropriate employee is present to discuss the matter, or has provided a written or oral response to the inquiry to a member of the Board or the Town Manager.

***Adopted by the
Mashpee Board of Selectmen
June 26, 1989
Amended May 24, 2010***