

**Town of Mashpee Board of Selectmen
Policy 065**

Distribution of Board Meeting Agenda

I. POLICY

It is the policy of the Board of Selectmen to provide complete and thorough information to the public and press regarding agenda items for any regularly scheduled meeting.

II. PURPOSE

The purpose of this policy shall be to enhance transparency for the public and press by ensuring detailed information and back-up documents are readily accessible for each Board of Selectmen agenda item in advance of any regularly scheduled Board meeting.

III. PROCEDURE

1. The Chairman of the Board of Selectmen shall prepare a draft agenda for regular meetings, which shall generally consist of the following categories:
 - Review and approval of the minutes of the prior meeting(s)
 - Appointments and hearings
 - Communications and correspondence
 - Old business
 - New business
 - Additional topics – items that the Chairman did not reasonably anticipate having to be discussed, which require action prior to the next Board meeting
 - Liaison reports
 - Executive session
2. This shall be accomplished through the submission of proposed agenda items by the Town Manager, his designee or any member of the Board of Selectmen, relating to one of the above referenced categories. Other requests from persons or agencies to be placed on the agenda shall be processed through the Chairman.
3. After the Chairman finalizes the agenda, the Town Manager or his designee shall ensure that said agenda is properly posted in accordance with Massachusetts General Law. (Open Meeting Law – Chapter 30A)

4. The Selectmen agenda packet, to include all back-up documentation, shall be available for pick-up by members of the Board no later than 4:30 p.m. on Thursday prior to any regularly scheduled Monday meeting, when Selectmen meetings generally occur.
5. The Selectmen agenda packet, to include all back-up documentation, shall be uploaded to the Board of Selectmen page of the Town website no later than 12 noon on Monday of the respective meeting. This provision shall not apply to materials which are provided for consideration in executive session. Personal or professional identification numbers, or personal information contained on such documents, shall be redacted prior to posting or release to include dates of birth, social security numbers and personal cell phone numbers. This shall also not apply to any lawyer-client privileged information relating to any legal matter.
6. Public records shall be governed by MGL ch. 66, §10, and exemptions shall be governed by MGL ch. 4, §7 (26).
7. These provisions shall not apply to any special or emergency meetings called by the Chairman of the Board of Selectmen.

***Adopted by the
Mashpee Board of Selectmen
July 11, 2016
Amended: September 11, 2017
Amended: February 26, 2018
Pages: 2***