

Agendas & Minutes

For Agendas:

- Agendas must be received at the Clerk's office for posting no less than 48 hours before your meeting start time AND within the clerk's office business hours.
- Revised Agendas are subject to the same 48 hour timeframe.
- Please do not send us your Agendas at the very last minute. Give us minimum of a $\frac{1}{2}$ hour before our closing time (or $\frac{1}{2}$ before your deadline time – whichever is first) – See example below.
- Weekends and Holidays ARE NOT included in the 48 hour timeframe – See example below.
- Deadline Example: A meeting for a Tuesday at 7pm being scheduled the day after a Monday holiday would be required to be received at the clerk's office by the Thursday ***Due that day by $\frac{1}{2}$ hour before your meeting time or $\frac{1}{2}$ hour before Clerk Office closing time –whichever is FIRST!!**

Saturday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				*Agenda Due by 4pm!		Weekends not included
Weekends not included	Holidays not included	Your Meeting @7pm				

- Agendas received after the 48 hour timeline MUST be cancelled and rescheduled.
- Send your complete Agenda to: townclerk@littletonma.org (PLEASE USE THIS EMAIL! By sending the Agenda to only an individual person within our office, you may cause your meeting to be cancelled if that person is unexpectedly out of the office and is not back in time to post it – The email address provided here will go to us both).
- Attach the complete Agenda as a word document and email it to us. Do not just list your agenda items within the body of your email for us to create your Agenda for you. Creating an Agenda Template in Word will make this process easier for yourself.
- Zoom credentials (for non-broadcasted meetings) may be requested from the Clerk's Office at: townclerk@littletonma.org and we will send the credentials to you ASAP for you to put on your Agenda. You may also request Zoom credentials at the same time you send the Agenda by indicating "Please add Zoom info & post"
- If you require a Zoom meeting that will be aired live and/or rebroadcasted, request your Zoom credentials from LCTV at 978-540-2488.
- Please do not send an Agenda titled or referred as "DRAFT". We will not automatically know if it should or should not be posted or just waiting for us to add your requested Zoom info.

For Minutes:

- Minutes for your previous meeting must be submitted for approval at the next upcoming meeting.
- Minutes are due within 30 days or after the next meeting whichever is first.
- If you need to send minutes that have not yet been approved (example: after 30 days but before the next meeting could occur to be approved), please clearly mark the minutes as "DRAFT"
- If you have sent DRAFT minutes, please do not forget to send the approved minutes (even if nothing has changed).
- Approved minutes should indicate that they are 'Approved Minutes' & the date they were approved.
- Please use this link to send us your minutes: <https://www.littletonma.org/1013/MINUTES-Upload-for-Boards-and-Committees> and follow the prompts.

For more information regarding Open Meeting Laws and other resources:

<https://www.littletonma.org/485/Open-Meeting-Law>

For general Clerk's Office Information:

<https://www.littletonma.org/344/Town-Clerk>