

# Committee Quick Reference Guide

## How to post a meeting notice/agenda

### 1. Reserve a meeting room.

- **Town Hall: Stone Room/Prue Room - 685 Route 134, South Dennis MA 02660**
  - Primary Contact- April Pereira at [apereira@town.dennis.ma.us](mailto:apereira@town.dennis.ma.us)
  - Alternate Contact- [clerksoffice@town.dennis.ma.us](mailto:clerksoffice@town.dennis.ma.us)
- **DPW Conference Room:** 120 Theophilus F. Smith Road, South Dennis MA 02660
  - Primary contact- Travis Patton at [tpatton@town.dennis.ma.us](mailto:tpatton@town.dennis.ma.us)
  - Alternate Contact- Gabrielle Osborn at [gosborn@town.dennis.ma.us](mailto:gosborn@town.dennis.ma.us)
  - Alternate Contact- Rebecca Smith at [rsmith@town.dennis.ma.us](mailto:rsmith@town.dennis.ma.us)
- **Police Station Meeting Room:** 90 Bob Crowell Road, South Dennis, MA 02660
  - Primary Contact- Nikki Miranda at [nmiranda@town.dennis.ma.us](mailto:nmiranda@town.dennis.ma.us)
  - Alternate Contact- Katie Santos at [ksantos@town.dennis.ma.us](mailto:ksantos@town.dennis.ma.us)
- **Dennis Public Library Conference Room:** 5 Hall Street, Dennis Port, MA 02639
  - use the request form located at the Dennis Public Library website at <https://dennispubliclibrary.wufoo.com/forms/z7x3p9/>
  - Alternate Contact- Allison Peterson: [apeterson@clamsnet.org](mailto:apeterson@clamsnet.org)
- **Dennis Center for Active Living Meeting Room:** 1045 Route 134, South Dennis MA 02660
  - Primary Contact: Sherrie Jones at [sjones@town.dennis.ma.us](mailto:sjones@town.dennis.ma.us)
  - Alternate Contact: Jeanne Kriger at [jkriger@town.dennis.ma.us](mailto:jkriger@town.dennis.ma.us)
- If you wish to have a meeting elsewhere, be sure to contact the correct person or call town hall to find out who you need to ask.

### 2. Write an Agenda for the meeting (please note: a meeting notice is the same as an agenda)

The agenda should include the following information:

- a. Full Name of the committee – no abbreviations.
- b. Day of the week and date of the meeting (example: Thursday, July 27, 2023)
- c. Time of the meeting (example: 7:00 PM)
- d. Full address of the meeting location. (example: Town Hall, Stone Hearing Room, 685 Route 134, South Dennis MA 02660)
- d. Zoom/Conference call information, if utilizing a remote participation option. Zoom information should include the following:
  1. Zoom Link
  2. Phone Number to call (usually 646-558-8656)
  3. Meeting ID Number
- e. A short description of the topics being discussed at the meeting. They need to be clear enough that the general public (that may have no knowledge of your committee) can understand what is being discussed. Please try to avoid abbreviations of committees, organizations, etc.
- f. If the committee needs to enter Executive Session, a reason must be listed on the meeting notice. The meeting must be opened publicly first, then announce the reason for executive session before entering, and announce when they will be returning to regular session or that the committee will not be returning to public session.
- g. Workshops, site visits or tours must be posted if a quorum will meet.
- h. Please proof your agenda prior to submitting it for posting.
- i. For agenda templates, please visit <https://www.town.dennis.ma.us/387/Blank-Meeting-Posting-Forms>

### 3. Post the Agenda

- a. You must post an agenda at least 48 hours before the meeting. Holidays, Saturdays and Sundays do not count as part of the 48 Hours.
- b. Agendas can be emailed to [clerksoffice@town.dennis.ma.us](mailto:clerksoffice@town.dennis.ma.us) or submitted in-person at the Town Clerk's Office.
- c. One copy of the agenda will be posted on the bulletin board outside of the Clerk's Office, and one will be posted online on the Town of Dennis Meeting calendar page here: <https://www.town.dennis.ma.us/calendar.aspx>

#### **4. Changes, Corrections and Cancellations**

- a. If you need to change the location of the meeting, contact the Town Clerk's Office.
- b. If you need to revise the agenda, contact the Town Clerk's Office.
- c. If a meeting needs to be cancelled, contact the Town Clerk's Office.
- d. Please note: Dates and times cannot be changed, only canceled and reposted for the new date & time (provided it still meets the 48-hour deadline).

#### **Meeting Minutes**

All committees are required to submit minutes to the Town Clerk's Office as soon as they are completed and approved. If requested by the general public, minutes must be made available within 10 days. Please turn them in to the Town Clerk's Office as soon as possible. Minutes are required to be approved within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay.

#### **Minutes should include:**

- a) Date, time, and location of the meeting.
- b) Which committee members were present or absent, and if any member participated remotely.
- c) A description of what was discussed. This should be a few sentences long so as to give a good overview of what happened at the meeting.
- d) If a vote took place, include the vote, how it was voted, who voted and who abstained from voting.
- e) Any supporting documents and/or exhibits need to be listed, but hard copies are to be kept with the committee.

Once submitted, minutes will be located on your Board/Committee page, as well as in the Meeting Minutes portion of the Town Website, here: <https://www.town.dennis.ma.us/AgendaCenter>

\*If you would like to receive a notification email whenever agendas or minutes are posted for your (or any other) board or committee, you can subscribe to receive updates here: <https://www.town.dennis.ma.us/list.aspx>

#### **Frequently Asked Questions**

1. What constitutes a quorum of our committee/board?
  - a. The Open Meeting Law defines a quorum as a simple majority of the members of a public body, unless otherwise provided in a general or special law, executive order, or other authorizing provision. G.L. c. 30A, § 18.
2. How is a quorum calculated when there are vacancies on the board/Committee?
  - a. When there is a vacancy on a public body, a quorum is still measured by the number of members of the public body as constituted. Example: if a committee has 7 members, the quorum would be 4 members. If that same committee only has 5 members currently serving, the quorum is still 4 members.
3. May a Board/Committee meet without a quorum?
  - a. The Attorney General recommends that a public body that does not achieve a quorum for a particular meeting consider postponing the meeting until a quorum is present, rather than proceeding with an informal discussion.
4. May a Board/Committee Discuss a topic at a meeting that was not listed in the meeting notice?
  - a. Yes, if it is a topic that the chair did not reasonably anticipate 48 hours before the meeting. If the meeting topic is proposed after the meeting notice is posted, the committee is encouraged to update its posting to provide the public with as much notice as possible of what subjects will be discussed during a meeting. However, the Attorney General strongly encourages public bodies to postpone discussion and action on topics that are controversial or may be of particular interest to the public if those topics were not listed in the meeting notice.
5. If a quorum of one board or committee will be attending the meeting of another board or committee, do they have to post an agenda?
  - a. Yes, if a quorum of members will be present at the meeting of another public body, they must properly advertise that fact. Either a "Joint Meeting" agenda can be posted, that makes it clear that 2 public bodies will be meeting; or the secondary attending board or committee can put together their own agenda, that lets the public know they will be attending a meeting of another public body to discuss a certain topic.