



Haverhill City Clerk's Office Quick Guide to Posting Meeting Notices & Agendas

Kaitlin M. Wright, *City Clerk*
Updated December 2024

Posting a Meeting:

All regular meetings posted to the City Calendar are open to the public to attend.

Meeting notices and agendas **MUST** be posted in the City Clerk's Office 48 hours in advance of the scheduled meeting per Open Meeting Laws. Please note, the 48-hour window excludes weekends and holidays.

For example: Monday meeting @ 1:00PM, must be posted before 1:00PM on Thursday.

Public meeting notices should be submitted to the City Clerk's Office no later than one half hour before the close of business to allow time for processing. Please keep in mind the City Clerk's office hours of operation and make necessary arrangements to be sure your posting is submitted in a timely manner. **If you are emailing an agenda that must be posted within 1-2 hours to comply with the 48-hour requirement, please call 978-374-2312 to alert the Clerk's Office.**

Emergency Meetings:

Public bodies do not have to post notice 48 hours before an emergency meeting. An emergency is a sudden, generally unexpected occurrence or set of circumstances demanding immediate action. An example of an emergency is a water main break or a flood, something that requires a public body to immediately take action and usually includes issues involving health or public safety. **A forgotten deadline or scheduling conflicts among members generally will not constitute a valid basis for an emergency meeting.** If a public body holds an emergency meeting, the public body must post notice as soon as reasonably possible prior to that meeting.

Filing Postings/Agendas:

Postings may be filed during office business hours by emailing an attachment (PDF or Word Doc) to both Kaitlin Wright, City Clerk at cityclerk@haverhillma.gov **AND** to our Meeting Notices email at meetings@haverhillma.gov.

Once received, your meeting notice and agenda will be time-stamped and posted to the on-line city calendar as well as on the bulletin board outside of room 118 of City Hall. *Once we post your meeting, we will email a confirmation receipt.*

Required Information:

- The full name of the Public Body that is meeting (No abbreviations)
- The time and full date of the meeting
- Location of the meeting (address and room #)
- Specific items to be discussed – this includes public participation, whether it is open or executive session and specific items being voted upon. **“The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting.”** (OML)
- *Executive Session only – Agenda must cite purpose for the Executive Session and whether or not the meeting will reconvene in open session.

Revisions to Agenda:

In the event of changes/additions to an agenda **within 48 hours of the OML posting requirements**, an Amended Agenda needs to be filed with the City Clerk. We will time-stamp and post both versions on both the website and bulletin board.

Please email any Cancellation Notices prior to the meeting to both cityclerk@haverhillma.gov and meetings@haverhillma.gov, so the on-line city calendar may be revised.

Please refer to the Attorney General's Office for complete understanding of the Open Meeting Law: www.mass.gov/ago/openmeeting