NOTICE OF PUBLIC MEETING

Body: _____ (e.g., Board of Library Trustees, School Board, Conservation Commission)
Town / district: _____, [Maine / New Hampshire / Massachusetts]
Date: _____ **Time:** _____
Location: _____ (in-person location the public may attend)
Remote access (if offered): _____ (link / dial-in). [ME: under our remote-participation policy adopted _____.]

Topics the chair reasonably expects to be discussed

1. Call to order; roll call
2. Public comment (if on the agenda): _____
3. Approval of minutes of _____
4. _____
5. _____
6. Possible executive / nonpublic session under [ME: 1 M.R.S. § 405(6)(_____)] [NH: RSA 91-A:3, II(_____)] [MA: c. 30A § 21(a)(_____)]
7. Adjourn

Posted by: _____ **Posted on (date and time):** _____
Posted at: (1) _____ (2) _____ [NH: two places, one may be the website] [MA: filed with the municipal clerk on _____]

Requests for accommodation: contact _____ by _____.

State notes

- **Maine:** FOAA (1 M.R.S. § 406): give notice in ample time to allow public attendance, in a way reasonably calculated to reach the public. FOAA sets no fixed number of hours — check your charter, ordinance or bylaws. If members or the public may attend remotely, you must have adopted a remote-participation policy, and the notice must say how to join and name an in-person location (§ 403-B).
- **New Hampshire:** RSA 91-A:2, II: post at least 24 hours ahead, excluding Sundays and legal holidays, in 2 appropriate places (one may be your website) or in a local newspaper. Nonpublic sessions need notice too.
- **Massachusetts:** c. 30A § 20: post at least 48 hours ahead, excluding Saturdays, Sundays and legal holidays. Include date, time, place and the topics the chair reasonably expects to be discussed. Local bodies file with the municipal clerk.

Sources

- 1 M.R.S. § 406 (public notice) — https://legislature.maine.gov/legis/statutes/1/title1sec406.html
- 1 M.R.S. § 403-B (remote participation in public proceedings) — https://legislature.maine.gov/legis/statutes/1/title1sec403-B.html
- 1 M.R.S. § 405 (executive sessions) — https://legislature.maine.gov/legis/statutes/1/title1sec405.html
- RSA 91-A:2 (meetings open to the public; notice; minutes) — https://www.gc.nh.gov/rsa/html/VI/91-A/91-A-2.htm
- RSA 91-A:3 (nonpublic sessions) — https://www.gc.nh.gov/rsa/html/VI/91-A/91-A-3.htm
- M.G.L. c. 30A, § 20 (open meetings; 48-hour notice) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section20
- M.G.L. c. 30A, § 21 (executive sessions) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section21

Practice template, not legal advice. Your articles, bylaws, policies and the statutes control — check with

counsel or the state office before you rely on it.

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