

## **ARTICLE 2. OPEN MEETINGS**

*(Revised and Amended 2011.)*

2.1 Intent of Articles 2, 2A and 3. This Article, and the following Articles 2A and 3, are intended to fairly summarize the Open Meeting Law for the Town's convenience, but reviewing the law itself, G.L. c. 30A, §§ 18 through 25, and asking the advice of Town Counsel on any particular point, are encouraged. For purposes of these Articles, "public body" shall have the meaning provided in G.L. c. 30A, § 18.

2.2 Meetings to be Open to the Public. Except for meetings duly convened in executive session, all meetings of a public body shall be open to the public in accordance with the Open Meeting Law.

2.3 Notice. Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting.

2.4 Notice to be Filed and Posted. Notice shall be filed with the Town Clerk and posted on the Town's website. Meeting notices shall also be made available in or around the Town Clerk's office so that members of the public may view the notices during normal business hours. *(Amended ATM 2018.)*

2.5 *(Reserved for Future Provisions). (Amended ATM 2018.)*

2.6 Recording the Meeting. After notifying the chair, any person may make a video or audio recording of a meeting or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting the chair shall inform other attendees of any such recordings.

2.7 Addressing the Meeting. No person shall address a meeting without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

2.8 Public Body Members to Acknowledge Receipt of a Copy of the Open Meeting Law. Within two weeks of qualification for office, all persons serving on a board shall certify, on a form prescribed by the attorney general, the receipt of a copy of the open meeting law, regulations promulgated thereunder and a copy of the educational materials prepared by the attorney general explaining the open meeting law and its application. Unless otherwise directed or approved by the attorney general, the Town Clerk shall obtain such certification from each person upon entering service and shall retain it subject to the applicable records retention schedule. The certification shall be evidence that the member of a public body has read and understands the requirements of the open meeting law and the consequences of violating it.

2.9 Video Recording of Town Meetings. The Select Board shall promulgate regulations pertaining to livestreaming and recorded video of meetings of elected and appointed public bodies; provided, however, that the regulations so adopted shall not infringe on an individual's right to make a video or audio recording of an open session of a meeting of a public body, in accordance with the *Open Meeting Law*, G.L. c. 30A, § 20(f).