

Public Body Checklist for Meeting Notices

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Notice Contents

- The notice must contain the date, time, and location of the meeting. G.L. c. 30A, § 20(b). If the meeting will be held remotely, the notice must contain clear information necessary to access the meeting, such as a Zoom link or other instructions for access.
- If the meeting is a joint meeting of several public bodies, the notice must clearly indicate each public body, or each public body may post its own notice.
- The notice must contain a list of all of the topics that the chair reasonably anticipates will be discussed at the meeting. The topics must be sufficiently specific to reasonably advise the public of the issues to be discussed at the meeting, including for executive session topics. G.L. c. 30A § 20(b); 940 CMR 29.03(1)(b).
- The notice must be printed in a legible, easily understandable format. G.L. c. 30A, § 20(b).
- The date and time that the notice is posted must be conspicuously recorded on or with the notice. 940 CMR 29.03(1)(d). If the notice is amended within 48 hours of a meeting, not including Saturdays, Sundays, and legal holidays, then the date and time that the meeting notice is amended, as well as the date and time the notice was originally posted, must be conspicuously recorded on or with the notice. 940 CMR 29.03(1)(d).

Notice Posting

- The notice must be posted at least 48 hours before the meeting, not including Saturdays, Sundays and legal holidays. G.L. c. 30A, § 20(b).
- The notice must be posted at the official notice posting location applicable to the public body:
 - Local public bodies – Posted in a location conspicuously visible to the public at all hours in or on the municipal building where the clerk's office is located. Alternatively, if the chief executive of the municipality has adopted the municipal website as the official method of posting notices, then posted to the municipal website. G.L. c. 30A, § 20(c); 940 CMR 29.03.
 - Each municipality has **one** official location for posting meeting notices that must be used for all meetings of all public bodies within the municipality – either a physical notice posted at the municipal building or a posting on the municipal website. A current listing of the official posting location for each municipality is available on the [Attorney General's website](#).
 - State public bodies – Posted to a website, and a copy sent to the Secretary of State's Regulations Division. G.L. c. 30A, §20(c).
 - Regional public bodies – Posted in every municipality within the region, unless the public body has adopted a website as an alternative notice posting method. G.L. c. 30A, § 20(c); 940 CMR 29.03.
 - County public bodies – Filed with the office of the county commissioners and a copy of the notice is publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for the purpose, unless the county has adopted its website as the official method for posting notices. G.L. c. 30A, § 20(c); 940 CMR 29.03.

Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with

the Open Meeting Law. Checklists are updated periodically, so please confirm that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at openmeeting@mass.gov. For more information on the Open Meeting Law, please visit www.mass.gov/ago/openmeeting.