

## Do Not Write in this Space

NOV 20 16 AMILIOT

Town of Uxbridge

Posted by Uxbridge X Meeting Cancellation Town Clerk Board or Commission Cultural Council Meeting Date 30-Nov-16 4pm Place Lower Town Hali Authorized Signature I. Call to Order Pledge of Allegiance II. Old Business Any Other Old Business III. New Business Review and vote funding for new applications 2017 budget Members Issues Sign Minutes IV. Executive Session

## **Meeting Postings:**

V. Adjournment

- Except in an emergency, a public body must post notice of a meeting at least 48 hours in advance, excluding Saturday's, Sunday's and legal holidays, except in emergencies.
- "Emergency" is a sudden, generally unexpected occurance or set of circumstances demanding immediate action.
- In an emergency, a public body shall post notice as soon as reasonably possible prior to a meeting
- Notice must include date, time and place of meeting
- Must include listing of topics the chair reasonably anticipates will be discussed at the meeting
- Topics must give enough specificity so that the public will understand what will be discussed
- Public bodies are encouraged to update the notice when aware of new topic within the 48 hour period before the meeting
- Chairs should not post notices so far in advance that there is a high likelihood that new topics will arise, unless the chair updates the notice with any such new topics 48 hours in advance of the meeting