

## Town Clerk

FEB 28 ':

		Meeting	Cancellation
	Board or Commission Meeting Date Place Authorized Signature	Ux Hist. Dist. Commo March 29, 2013 Sover town ball Panela D. Cakell	Time <u>3:30 p.m</u> -
1.	Call to Order	3130, p.m-	
II.	Old Business	Historic Distri	28,2012 Meeting ect Ligns oundry of Taltoo 122 and endrices
Ш.	New Business	Any Lornespond	lerce or sew Applications
IV.	Executive Session		
V.	Adjournment		

## **Meeting Postings:**

- \* 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