



Do Not Write in this Space

JAN 27 '11 PM 12:51

Town of Uxbridge

Meeting

Cancellation

AT  
Clerk  
DIS

Board or Commission School Building Comm.

Meeting Date January 31m 2011

Time 6 p.m.

Place UHS Spartan lab

Authorized Signature *David L. Quinn*

- 1 Call to Order
- 2 Develop protocol for communications between BOS and SBC
- 3 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 occurrence 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.