



Do Not Write in this Space

Town of Uxbridge

Meeting

Cancellation

Board or Commission **SC Policy Subcommittee**

Meeting Date **October 20, 2015**

Time **6:30 PM**

Place **UHS Library**

Authorized Signature

- 1 **Call to Order**
- 2 **Public Comment**
- 3 **Appointment of Vice Chair/Secretary**
- 4 **Review of Policy KF - Community Use of Facility**
- 5 **Old/New Business**
- 6 **Minutes: September 1, 2015**
- 7 **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.
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