

## Do Not Write in this Space

POSTED UMB TOWN CLERK 2019 NOV 18 AM10:11

## Town of Uxbridge

	X	Meeting	Cancellation	
	Board or Commission  Meeting Date  Place  Authorized Signature	Cable Advisory  21-Nov-19  Town Hall  Bany M	Time <u>6:30 PM</u>	
I.	Call to Order		Pledge of Allegiance	
II.	Old Business		Old Business  Contract Discussion with Town Manager	
III.	New Business		Members Issues Sign Minutes	
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