

Agenda Posting Process

- All meeting agendas must be posted through Town Clerk's Office
- 48 Hour notice does not include Saturdays, Sundays or legal holidays.
- Official postings must include a list of topics to be discussed. If you use the terms Old Business/New Business, you must list the items to be discussed under each of those headings.
- Deadlines for posting requests:
 - Monday and Tuesday meetings – 11:30am on the previous Thursday
 - Wednesday and Thursday meetings 48 hours prior to the meeting during Town Clerk office hours. *If there is a Monday holiday the following Tuesday's agenda must be posted on the previous Thursday.*
- Use Public Meeting Notice Form to request meeting postings
- Posting must be emailed to "townclerk@town.princeton.ma.us"
- If scheduling several meetings into the future, please remember:
 - until a list of topics is included the meeting is not officially posted.
 - Chairperson is responsible for following up with topics of discussion.
- You may update list of topics within the 48-hour period if the new topic was not known to the Chairperson prior to the 48-hour posting deadline.