

A meeting is any hearing or other proceeding of a public agency, any convening of a quorum and any communication by or to a quorum. Thus a "meeting" can be a telephone call if the call otherwise meets the requirements of the definition. A meeting does NOT include a chance of social meeting not intended to discuss official business.

There are three kinds of meetings: regular, special and emergency. A schedule of regular meetings is filed by each agency. Special meetings require at least twenty-four hours notice. Emergency meetings may be had without notice, but the minutes must be filed within seventy-two hours. For other meetings, the minutes must be filed within seven days. For most local offices, the town clerk's office is the place where minutes are filed.

WHAT IS AN EXECUTIVE SESSION?

Some portions of a public meeting may be closed if 2/3 of the body votes, in a public session, but only for certain specific purposes:

1. Discussion about an employee (but the employee affected can ask for an open meeting).
2. Strategy and negotiations about pending claims - but only until the claim is resolved.
3. Security matters.
4. Lease, sale or purchase of real estate where publicity would affect the price - but only until the transaction has occurred.
5. Discussion which would result in the disclosure of information protected by law.