

Stow Board of Selectmen
Standard Operating Procedure
Meeting Packets & Distribution

The Board will adhere to the following process relative to the development and distribution of meeting packets:

1. Following the development of the meeting agenda (developed jointly by the Chairman of the Board, the Town Administrator and the Board's Administrative Assistant), the Administrative Assistant will:

- Prepare the "meeting packet"
- The packet will be emailed to all Board members ideally two business days prior to the scheduled meeting
- The Administrative Assistant will also post the packet on the Town website 24 hours in advance of the meeting whenever possible

2. The meeting packet will include the following:

- The meeting agenda, including a list of all correspondence received by the Office of the Board since the last meeting of the Board
 - The Administrative Assistant will make copies of any correspondence not included in the meeting packet for an individual Selectman upon request.
 - If after a review, an individual Selectman wishes to publicly discuss any correspondence that they requested, they can ask the Chairman to add it to the agenda for the next Selectman's meeting.
- All material pertinent, including any relevant correspondence, to the actionable agenda items for the upcoming meeting

3. The Administrative Assistant will maintain a folder of all correspondence that can be reviewed at any time by any Selectman; the AA will make the folder available prior to and following each Selectmen's meeting for review by Selectmen. Any member of the public can request from the AA a copy of any correspondence at any time from the list appearing on the agenda.

Adopted August 14, 2007