



# Town of Mansfield

## Office of the Town Clerk

**To:** Chairman  
**From:** Sharon Tyler, Asst Town Clerk  
**Date:** November 14, 2011  
**Re:** Schedule of Meeting Dates for 2012

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The **FREEDOM OF INFORMATION ACT** requires:

- A **schedule of regular meetings** for the ensuing year, signed by the chairman or the secretary be filed with the Town Clerk not later than January 31<sup>st</sup>, and no such meeting shall be held sooner than 30 days after such schedule has been filed. Your list should include the exact date (not, for instance, first Monday), time and place of the meetings. In accordance with Sec. 2-21f of the general statutes, if any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. A list of legal holidays is attached. In order for the Town website to reflect all regularly scheduled meetings for the year, as required by law, all meeting rooms should be reserved as soon as the schedule for the year is known.
- The **agenda of each regular meeting** must be available to the public and must be filed not less than 24 hours (excluding Saturdays, Sundays, holidays and any date on which the agency's office is closed) before the meeting in the office of the Town Clerk and on the Town's website.
- A **notice of special meeting** must be filed in the office of the Town Clerk and on the Town's website at least 24 hours (excluding Saturdays, Sundays, legal holidays and any day on which the office is closed) prior to the time of such meeting, and must include the business to be transacted. No business other than that listed in the notice may be considered. In addition, such written notice shall be delivered to the usual place of abode of each member of the public agency so that it is received prior to the special meeting. In case of emergency, a special meeting may be held without posting such notice, but a copy of the minutes of such emergency meeting must be filed with the Town Clerk and on the website not later than 72 hours following the meeting.

**(When a meeting is cancelled for any reason, please post the cancellation as soon as possible.)**

**[SEE ATTACHMENT FOR LEGAL HOLIDAYS](#)**