

**Belmont 1006-BEDA  
MASC BEDA  
Notification of School Committee Meetings**

As required by law, a minimum of 48 hours advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as “a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.”

Notification of the dates, times, and places of regular meetings may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

Agendas for each School Committee meeting are posted in the offices of the Superintendent of Schools and the Town Clerk. Electronic copies of the agenda and all supporting materials will be provided at least 48 hours in advance of the meeting.

**LEGAL REFS.: M.G.L. 30A:18-25**