



# Bourne Board of Health

508-759-0600 ext. 1513

## BOH Agenda Procedures



### A. Meeting Agenda –

In accordance with 940 CMR 29.00 and M.G.L. c. 30A, Bourne Board of Health Meeting notices will contain the following:

1. The date, time, and location of the meeting. If a virtual or hybrid model is used, a link to the virtual meeting and/or call in number will be supplied as well;
2. If the meeting is a joint meeting of several public bodies, the names of all bodies meeting will be listed at the top of the notice;
3. The agenda will contain all the topics that the Chair reasonably anticipates will be discussed at the meeting. The topics will be sufficiently specific to reasonably advise the public of the issues to be discussed at the meeting, including executive session topics. **If variances or waivers are up for discussion, the exact requests will be included in the agenda;**
4. The agenda will be printed in a legible and easily understandable format; and,
5. The date and time that the agenda is posted will be conspicuously recorded on or with the agenda. If the agenda is amended within 48 hours of a meeting, not including Saturdays, Sundays, or legal holidays, then the date and time that the meeting agenda is amended must also be conspicuously recorded on or within the agenda.

### B. Agenda Assembly –

1. The deadline for applicants to submit their projects for an agenda is the Wednesday prior to the meeting date at noon.
2. The Chair may provide topics to include on the agenda.
3. The agenda is assembled by the office staff and sent to the Chair for review; once approved by the Chair the staff will begin agenda publication.
4. All items within the draft agenda are subject to Chair approval, except in the following instances:
  - a. When two or more Board members request an agenda item be placed on an upcoming meeting; and,
  - b. For a Health Agent Update; this item shall be a blanket placeholder on the agenda in case an update arises prior to the meeting date. If a specific update is anticipated it shall be included in agenda publication. The Health Agent's report is informational only. If the Board wants to discuss or deliberate on any topic(s) raised as part of the Health Agent's Report it will be scheduled on a future agenda as a discussion item.

**C. Agenda Publication –**

1. The meeting agenda will be published at least 48 hours before the meeting, not including Saturdays, Sundays and legal holidays. M.G.L. c. 30A, § 20(b).
2. The agenda will be posted with the proper authority for local public bodies:
  - a. Stamped in and filed with the municipal clerk, who must post it in a location conspicuously visible to the public at all hours in or on the municipal building where the clerk's office is located, M.G.L. c. 30A, § 20(c); 940 CMR 29.03.
  - b. The agenda will also be posted to the Health Department Website.

Endorsed by the Board of Health at the public meeting on \_\_\_\_\_.

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