

Effective Date: 1/31/79
Revised: 06/99

Town of Concord

APP # 8

Committee or Board Meeting Cancellations

In order to support a uniform procedure upon cancellation of Committee or Board meetings due to inclement weather or any other unforeseen event, outlined below is a procedure for notifying the public:

The decision to cancel a meeting is up to the individual Committee or Board.

The Committee/Board Chair and/or assigned staff person should notify the Town Clerk's Office of the cancellation or, if time allows, send written notice to the Town Clerk's Office. The Chairman or staff person should arrange for posting of a cancellation notice on the front door or other visible location at the building where the meeting was to have taken place. Staff is encouraged to notify the public by other reasonable means, such as by telephone answering machine, etc.

Any questions or comments in this regard should be addressed to either the Town Manager's Office or the Town Clerk's Office.

Distribution: All Department Heads
All Committee and Board Chairpersons