

Timing	Item
<i>1 week before meeting</i>	
Monday (wk before mtg)	Call for agenda items (to RCC and sometimes to relevant stakeholders)
Wed or Thurs	Assemble items and develop agenda
Thurs	Send draft agenda to RCC and relevant stakeholders This should include any
Fri	Send draft agenda as amended by suggestions from above to town manager an
Before Sunday posting	Submit ANY changes to the agenda - due to public meeting law we must follow
Sun	Assistant town manager will physically post agenda and may, but is not require
<i>Week of meeting</i>	
Tues	Meet
By Wed or Thurs	Send any motions enacted to the town with a numeric vote
At some point	Town manager will email RCC chair with Selectboard meeting date and time fo
5 days after meeting	Send draft minutes to town and to RCC for review.
Prior to next meeting	Chair asks minutes keeper to update draft minutes with any comments from m
<i>Following meeting</i>	
	Ask commissioners for any other comments on agenda
	Send revised minutes to town

Timeline and Protocol for Richmond Conservation Commission Agenda's

material to be posted. Note that material may be sensitive and should not be made available to the public (PII or financial information). Include material to be posted. CC RCC so delivery is known

the timing and content of the agenda

ed to, post it on Front Porch Forum

Assistant town manager will cc RCC so posting time is known

r SB vote on RCC motions.

Be sure to send the invitation to the stakeholders in the SB vote

ancial info of other organizations).