



POLICY
REGARDING MEETING AGENDA PROCEDURES
Adopted: February 14, 2017
Amended: January 25, 2022

AGENDA PROCEDURES POLICY

The deadline for Land Bank Commission regular biweekly meetings is the two (2) weeks prior to the meeting date by 4 p.m. Example: Agenda items for the Tuesday, February 8 meeting are due no later than 4 p.m. on Tuesday, January 25.

Agenda items must be **complete*** with an electronic copy submitted via email to Susan Campese at scampese@nantucketlandbank.org. Submitted agenda items will be reviewed by staff to determine if the submittal is suitable to be scheduled as an agenda item. Sometimes an agenda item will require additional information or review (i.e., by Land Bank counsel) before it is placed on an agenda. This deadline does not take that into consideration. If you have a verified agenda item that you anticipate will require additional review/information, you should plan accordingly and/or discuss it with Land Bank staff well in advance. Not until all of the review/information is completed/submitted will the item be placed on an agenda.

Emergencies notwithstanding, agenda items that are not complete by the two-week deadline will not be included on the next meeting agenda.

**complete means any and all associated materials that are required or requested*

PUBLIC INFORMATION POLICY

I. *Purpose.*

This Land Bank Commission policy is intended to provide Nantucket citizens and interested parties with access to complete information in as timely a fashion as possible in order to allow citizens and interested parties to be able to make informed judgments about their level of interest or participation in the process of government and issues facing the Land Bank.

II. *Policy.*

In accordance with open meeting law requirements, Land Bank Commission agendas will be posted on the Town of Nantucket website 48 hours in advance of meetings exclusive of weekends and holidays. Additionally, to the maximum extent feasible, the Land Bank will make materials to be considered at public meetings available in an electronic format on its website prior to such meetings.

Please notify the office in advance if you are unable to attend the scheduled meeting for your agenda item. The Commission may, at its discretion, move the matter to its next scheduled meeting so that all interested parties may be present during the discussion. Meetings will start at 4 p.m. and will be held in the conference room at the Land Bank office at 22 Broad Street unless otherwise posted (virtual meetings will be conducted via Zoom). Meetings are subject to change with notice and will be posted.

This policy may be revisited and amended from time to time as requested by the Commission.