



POLICY REGARDING AGENDA PROCEDURES AND PUBLIC INFORMATION

Effective date: February 14, 2017

Adopted: February 14, 2017

AGENDA PROCEDURES POLICY

The deadline for Land Bank Commission regular biweekly meetings is the prior Wednesday at noon. Example: Agenda items for the Tuesday, February 14 meeting are due no later than noon on Wednesday, February 8.

Agenda items must be **complete*** and in addition to a hard copy, an e-copy must be provided and sent to Susan Campese at scampese@nantucketlandbank.org. Submitted agenda items will be reviewed to determine if in fact the submittal is an agenda item. Sometimes an agenda item will require additional information or review (i.e., Land Bank Counsel review) before it is placed on an agenda. This deadline does not take that into consideration. If you have a verified agenda item that will require additional review/information, you should plan accordingly and/or discuss it with Land Bank staff well in advance. Until all of the review/information is completed/submitted, the item will not be placed on an agenda.

Emergencies notwithstanding, agenda items that are not complete by the Wednesday deadline will not be included on the following week's 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 information from the Land Bank Commission in as timely a fashion as possible, to ensure a transparent government, and 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 management of the Land Bank.

II. *Policy.*

To the maximum extent feasible, the Land Bank Commission will make all materials to be considered at public meetings, in addition to meeting agendas, available in an electronic format on the Land Bank's website at least 48 hours prior to such meetings. Further, all subsequent information, including minutes, should be posted as soon as possible following meetings.