

Woodstock Town Committees & Boards

Open Meetings Law Cheat Sheet (New York State)

1 Notify the Public

- **Post your meeting notice**
 - At least **72 hours before** (not counting weekends/holidays)
 - Include: date, time, location
- **Where to post:**
 - **Comeau Public Calendar**
 - **Town website**
 - Optional: **local newspaper**
- **Emergency meetings:** Notify media ASAP

2 Run the Meeting

- **Start on time & follow agenda**
 - Call to order → Approvals → Discussions → Votes → Adjournment
- **One person speaks at a time**
- **No private votes or discussions**
- **Tip:** Research topics for next meeting

3 Record Minutes

- **Minutes must include:**
 - Date, time, place
 - Members present & absent
 - Summary of discussions
 - **Motions & votes** (who, yes/no/abstain)
 - Time meeting ended
- Minutes must be **submitted** to the **Town Clerk** and website manager **within 7 business days after approval.**
- Each committee must designate a **member**

4 Special Reminders

- **Emails/texts:** No votes outside meetings
- **Executive sessions:** Announce first
- **Follow the law to avoid legal issues**

Quick Checklist

- | | |
|----------------------------------|--------------------------|
| ▪ Post meeting notice ≥ 72 hours | <input type="checkbox"/> |
| ▪ Include date, time, location | <input type="checkbox"/> |
| ▪ Keep meeting open to public | <input type="checkbox"/> |
| ▪ Follow agenda | <input type="checkbox"/> |
| ▪ Record minutes properly | <input type="checkbox"/> |