

**DENNIS WATER DISTRICT**  
**Board of Water Commissioners**

**Policy on Uniform Flow of Communications**

A. ***Regular Meeting and Agenda***

1. Regular Board Meetings are defined as the pre-scheduled meetings held at regular intervals as may be determined and voted on by a majority of the Board.
2. The Regular Board Meeting Agenda shall serve as the Public Notice of said meeting and be posted with the Town Clerk in accordance with the MGL Chapter 30A, Section 20 (Open Meeting Law), as amended.
3. The Clerk, or in her/his absence the Superintendent, in collaboration with the Board Chairman, shall prepare and distribute to each Board member, in a manner prescribed by them individually, a preliminary draft agenda by 4:00 PM of the fourth day prior to the deadline for posting the agenda, excluding Saturdays, Sundays and holidays.
4. Board members may timely add items to the agenda.
5. The Clerk, or in her/his absence the Superintendent, in collaboration with the Board Chairman, shall be responsible for the preparation of the draft agenda. The Clerk, or in her/his absence the Superintendent, shall be responsible for the assembly of all materials available for each item listed and for their inclusion in individual packets for Board members. The packets shall be made available for pickup/distribution to each Board member at the District Main Office, no later than 2:00 PM of the second day prior to the deadline for posting said meeting, excluding Saturdays, Sundays and legal holidays.
6. The Clerk, at her/his discretion, may make minor adjustments to the content and order of the agenda prior to its official posting. Revised copies are to be distributed to all Board members in a manner prescribed by them individually. All meeting materials and information shall be uniformly provided to all Board members.
7. The final agenda shall be available on the District's website upon official posting with the Town Clerk.
8. In the event it becomes necessary that agenda items are added without supporting materials being provided in the manner required by item 4 or 5 above, supporting materials should be provided as soon as possible and must be distributed to all Board members in a manner prescribed by them in item 6 above..
9. The Chairman may cancel or re-schedule Regular Board Meetings by consensus of the Board members as a result of scheduling conflicts, lack of business or as any other necessity may warrant.

10. The job descriptions of the Superintendent and Clerk shall be made consistent with this policy.

**B. *Special Meeting and Agenda***

1. Special Meetings are defined as meetings scheduled for a specific purpose or purposes which may require the Board to receive information, to deliberate or take action prior to the next Regular Board Meeting.
2. Prior to the calling of such meeting, the Chairman, shall, to the extent possible, ascertain the availability of the Board members to attend a Special Meeting and schedule accordingly.
3. In so far as is practical, and as time constraints allow, the provisions outlined in Section A of this Policy will be followed in the drafting and posting of the Special Meeting agenda and the distribution of its supporting materials.
4. Nothing in this Policy shall prevent the Chairman from calling an emergency meeting of the Board as provided by the Open Meeting Law from time to time. As much notice as is possible will be provide to the Board members.

**C. *Other Communications***

1. Reports, correspondence, announcements and any other information or materials that are received, created, drafted, or prepared by the Superintendent or the Clerk/Treasurer at the request of one Board member shall be placed in their individual office mail box or delivered to their address.