

### **Difference between a Town Meeting and a Town Board Meeting**

We have had many questions recently about meetings – Town Board Meetings vs Special Town Meetings. I hope the following information helps to simplify the difference.

A **Special Town Meeting** is a meeting of the electorate . Notice for this meeting must be posted not more than 20 nor less than 15 days before the meeting date. The notice must state the purpose, date, time and location of the meeting. The meeting may be published as a Class 2 notice or posted in three public places. The meeting is run by the current Town Chairman and all members of the electorate who are qualified electors may vote on the issue at hand. Voting can be done by secret ballot or by a show of hands.

A **Town Board Meeting** is a meeting of the governing body of the Town. Town electors are not members of the town board, and cannot participate alongside elected board members at town board meetings. At a town board meeting, the town supervisors discuss and act on town business. The Town Board has charge of all town affairs not given by statute to another body, officer or employee. A Town Board meeting must be posted a minimum of 24 hours before the meeting, unless there is an emergency situation, then there is a 2 hour notice requirement. A Town Board meeting is not a Town Meeting and the public has no right to speak at a Town Board Meeting, unless a public comment agenda item has been noticed, or a public hearing is scheduled. Members of the public should not address the Board at board meetings except during a public hearing or public comment portion of the meeting. The Town Board Chairperson may limit the length of the public comments, cut short repetitive comments, and must maintain order.