



TOWN OF STERLING

BOARD OF SELECTMEN POLICY

Policy No: C-2

Adopted: February 26, 2014

OPEN MEETING LAW COMPLAINTS

The Board of Selectmen of the Town of Sterling hereby adopts the following policy concerning the receipt and response to Open Meeting Law Complaints.

1. Upon receipt of an Open Meeting Law complaint by any Town official or employee, the complaint shall be date stamped by the recipient and a stamped copy shall be immediately sent to the Town Administrator.
2. The Town Administrator will forward a copy of the complaint to Town Counsel, along with the date of the subject body's next regularly scheduled meeting, if any. If no meeting is scheduled within fourteen business days of the complaint, the chair shall exercise reasonable efforts to schedule a meeting within that time frame.
3. Town Counsel will work with the Town Administrator and any other Town officials or employees to investigate the complaint and formulate a recommended course of action.
4. Town Counsel will provide a recommendation at least 72 hours prior to a meeting of the public body to be held within fourteen business days of the complaint. If no meeting is scheduled within that time frame, or if any other circumstances so require, Town Counsel may request a reasonable extension of time to respond.
5. At a duly noticed public meeting, the public body shall discuss and acknowledge receipt of the complaint and take such further action as it deems appropriate. Such action may include directing a member of the body or staff to work with Town Counsel to formulate a response.
6. The public body may meet in executive session to discuss its response to the complaint, provided that proper notice of the body's intent to enter executive session is made.
7. The response shall be sent to the Attorney General and the complainant, as required by law.