

Timeline for Woodstock Select Board and Village Trustees

15 Days Before Meeting

- Email Board Members for agenda items

14 Days Before Meeting

- Chair meets with Municipal Manager to create first draft of agenda. Chair sends draft agenda to rest of board.

11 Days Before Meeting

- Last day to add item to agenda, including permits and applications.

10 Days Before Meeting

- Meeting agenda locked.

7 Days Before Meeting

- All meeting materials, including completed permit applications, sent in.
 - Complete permit includes all items listed on applications including fees, COI, map of event structures, traffic, safety and/or cleanup plan.
 - Permit requesters reminded that they or another representative must attend the meeting in person or online.

4 Days Before Meeting

- Complete meeting packets emailed to all board members. Agenda is posted three spots in Town, on the list serve and on the website.

36 Hours Before Meeting

- All questions from board members about agenda items sent to Municipal Manager

***Day of Meeting**

- Additions to agenda limited to emergencies and brief updates.

***3 Days After Meeting**

- Zoom recording posted to Town website.

***5 Days After Meeting**

- Draft minutes of meeting posted to Town website.

