

**TOWN OF RANDOLPH
BOARD MEETING AGENDA
POLICY**

1. The Randolph Town Board will meet the second Wednesday of each month.
2. Those wishing to address the Board must be on the meeting's agenda.
3. To be on the Board Meeting agenda, an individual can contact the Town Clerk during Randolph's office hours, at least two working days (Thursday) before the scheduled meeting. If this deadline is missed, the individual can be put on the next month's agenda at that time.
4. The Friday before a board Meeting, an agenda will be sent to all on the agenda, the Town Board members as well as the Mayor.

Policy Effective 1-11-94

Authorized By Barry Don McLean
Mayor

(Original document and signature may be found in the City Office.)