

**IMPORTANT NOTE:
THIS FORM HAS A PART A AND A PART B.**

**PART A MUST BE SIGNED WHEN YOU RECEIVE THE MATERIAL AND FILED
WITH THE TOWN CLERK.**

**STATE LAW AND DIRECTIVES FROM THE ATTORNEY GENERAL'S OFFICE
REQUIRES THAT PART B MUST BE SIGNED AND FILED WITH THE TOWN CLERK
WITHIN 2 WEEKS OF YOUR RECEIPT OF THE MATERIAL.**

**TOWN OF HULL, MA
TOWN CLERK'S OFFICE
CERTIFICATE OF RECEIPT OF OPEN MEETING LAW MATERIALS**

PART A-

I, _____, who qualified for the office of _____ (Office), on _____ (date you were elected or appointed/), certify pursuant to G.L. c. 30A, § 20(h), that I have received copies of the following Open Meeting Law materials:

- 1) the Open Meeting Law, G.L. c. 30A, §§ 18-25;
- 2) regulations promulgated by the Attorney General under G.L. c. 30A, § 25; and
- 3) educational materials promulgated by the Attorney General under G.L. c. 30A, § 19(b), explaining the Open Meeting Law and its application.

Signature

PART B-

I certify that I have read and understand the requirements of the Open Meeting Law and the consequences of violating it. I further understand that the materials I have received may be revised or updated from time to time, and that I have a continuing obligation to implement any changes in the Open Meeting Law during my term of office.

(Signature)

(Date)

Pursuant to G.L. c. 30A, § 20(h), an executed copy of this certificate shall be retained, according to the relevant records retention schedule, by the appointing authority, city or town clerk, or the executive director or other appropriate administrator of a state or regional body, or their designee. 1) the Open Meeting Law, G.L. c. 30A, §§ 18-25; 2) regulations promulgated by the Attorney General under G.L. c. 30A, § 25; and 3) educational materials promulgated by the Attorney General under G.L. c. 30A, § 19(b), explaining the Open Meeting Law and its application.

For office use only:

Received by and filed in the Town Clerk's Office on _____

By: _____