## **GREENE ACT REQUIREMENTS**

- 1. All meetings must be open to the public and allow for public input.
- 2. Meeting notices and agenda must be posted at least 72 hours in advance.
- 3. Notice and agenda must be posted at the school site or other appropriate place accessible to the public.
- 4. Notice and agenda must include date, time, and location of the meeting and the items to be discussed or acted upon.
- 5. Action cannot be taken on items not posted on an agenda, unless a unanimous vote finds a need for immediate action.
- 6. The public must be provided access to all materials discussed and/or distributed at the meeting.

