

**TOWN OF NORWELL**

**APPOINTED COMMITTEE**

**HANDBOOK**

## APPOINTED COMMITTEE HANDBOOK INDEX

1.0	INTRODUCTION	1
1.1	Purpose	1
1.2	Additional Publications	1
2.0	FORMATION OF COMMITTEES AND MEMBERSHIP	1
2.1	Committee Formation	1
2.2	Committee Application Procedure	1
2.3	Appointment	2
2.4	Committee Orientation	2
2.4.1	Attendance	2
2.5	Conflict of Interest Statute	2
2.5.1	Purpose	2
2.5.2	Provisions	3
2.6	Reappointment	3
2.7	Resignation	4
2.8	Terminations	4
3.0	OFFICERS	4
3.1	Elections	4
3.2	Chair	4
3.3	Vice-Chair	4
3.4	Clerk	4
3.5	Rotating Clerk	5
3.6	Staff Assistance	5
4.0	MEETINGS	5
4.1	Definition	5
4.2	Open Meeting Law	5
4.3	General Guidelines	6
4.4	Executive Session	6
4.5	Meeting Schedule	7
4.6	Meeting Location	7
4.7	Posting	8
4.8	Recordkeeping	8
4.9	Public Records Law	9
5.0	EMPLOYEE RELATIONS	9
5.1	Union Employees	9
5.2	Non-Union Employees	10
5.3	Role of Town Administrator	10
6.0	BUDGETS	10
6.1	Committee Budgets	10
6.2	Disbursements	10
7.0	FUND RAISING	11
7.1	Background Information	11
7.2	Procedures	11
7.2.1	Donations	11
7.2.2	Disbursements of Funds (See Section 5.2)	11
7.2.3	Alternative Fund Raising	11

## APPOINTED COMMITTEE HANDBOOK INDEX

8.0	PLANNING	11
8.1	Charge and Plan of Action	11
9.0	REPORTING PROCEDURES	12
9.1	Appointing Authority	12
9.2	Liaison with Board of Selectmen	12
9.3	Liaison with Town Administrator	12
9.4	Public Information Meetings	12
9.5	Town Meeting	12
9.6	Annual Town Report	13
	SOURCES OF INFORMATION	13

## 1.0 INTRODUCTION

### 1.1 Purpose

The purpose of this handbook is to assist the many appointed boards, commissions, and committees of the Town. It provides a brief description of procedures that may be well known to many but are less familiar to others. It also provides details about important state statutes, such as the Open Meeting Law and Conflict of Interest Law.

### 1.2 Additional Publications

All committee members should read the Annual Town Report, Town By-laws, and the Town Charter for information regarding boards and committees. In addition, all committee members should review each set of laws that pertain to their board, commission, or committee.

## 2.0 FORMATION OF COMMITTEES AND MEMBERSHIP

### 2.1 Committee Formation

The appointing authorities of committees and boards are the Board of Selectmen, Town Meeting, Moderator, and the Town Administrator (Limit/Town By-laws). State statutes outline the powers and duties of many boards; the Town's by-laws further define the work of some boards. Town Meeting may request the appointment of a committee by approving an article for that purpose. The appointing authority prepares the charge and receives the reports and recommendations of the committee. If appropriate, the committee may also report to Town Meeting.

### 2.2 Committee Application Procedure

When openings on committees are available, the openings are generally published in local newspapers (Mariner, Patriot Ledger), announced at a scheduled meeting of the Board of Selectmen or posted on the Town web site ([www.townofnorwell.net](http://www.townofnorwell.net)). Candidates hoping to get on a particular committee are urged to send a letter of interest to or call the appointing authority as identified in the advertisement. Interested candidates will be sent a copy of the Town's "Committee Application Form" which is to be filled out by the applicant and returned to the appointing authority. Candidates for appointment to a position for which the Board of Selectmen is the appointing authority will be scheduled for interview before the Board prior to being considered for appointment.

Applicants to any committee should inquire as to the time requirements of the specific committee and the frequency that each committee meets.

### 2.3 Appointment

The goal of the appointing authorities is to appoint qualified and interested Norwell residents who are broadly representative of the Town. The appointing authorities carefully consider applications and suggestions including, but not limited to, written and verbal expressions of interest, recommendations by boards and committees, etc. The appointing authorities take into consideration all relevant factors in order to make appointments that are broadly representative of the Town. Non-residents and non-citizens may serve on ad hoc and special committees when

the appointing authority deems it in the best interest of the committee and the Town. The appointee receives written notification of appointment and the term of office from the appointing authority and is sworn in by the Town Clerk prior to attending a committee meeting as an official member. The Town Clerk gives committee members information about the Open Meeting Law (MGL Chapter 39, Section 23B) as state statutes require; members must sign a written acknowledgment of receipt.

## 2.4 Committee Orientation

New members to a committee or board should be informed about the committee's specific role, powers and duties, and rules and regulations, and any issues frequently encountered by the board or committee. Such information can be provided by the Committee Chairperson, other members, and/or staff personnel.

### 2.4.1 Attendance

Members are expected to attend all meetings of the Board/Committee of which they are a member. Members of a committee shall notify the committee secretary and/or the committee chair if they are unable to attend a meeting. Also, any committee member who fails to attend three consecutive meetings without due cause or prior notification shall automatically have their appointment terminated. Prompt, written notification to the offending committee member shall be given by the appointing authority in the event of such an action.

## 2.5 Conflict of Interest Statute (MGL Chapter 268A)

### 2.5.1 Purpose

The purpose of the conflict law is to ensure that public employees' private financial interests and personal relationships do not conflict with their public obligations. The law is broadly written to prevent a public employee from becoming involved in a situation that could result in a conflict or give the appearance of a conflict.

The law restricts what a public employee may do: 1) On the job; 2) After hours; and 3) After leaving public service.

### 2.5.2 Provisions

The law prohibits a variety of actions, including bribery, extra pay, receipt of gifts or privileges because of committee members' official actions, and acting as an agent or attorney for anyone in a claim against or doing business with the Town. The law prohibits all municipal employees from participating in a particular matter in which committee members or any of the following have a financial interest:

**Immediate family:** Includes the employee and his/her spouse, and their parents, children, brothers and sisters. Cousins, nephews, nieces, aunts, uncles, etc. are not considered immediate family members. Also, under the definition of immediate family, some brothers-in-law are immediate family, others are not: if your brother-in-law is your spouse's brother, he is immediate family, but if he is your sister's husband, he is not immediate family for purposes of the conflict law.

Partner or business associates. A business organization in which the committee member serves as an officer, director, trustee, partner, or employee (including a non-profit organization). any person or organization with whom the committee member is negotiating or has any arrangement concerning prospective employment.

If board or committee members have a conflict of interest or an appearance of conflict in any matter before the board or committee, they should not be counted in the quorum nor participate in or be present for any pertinent discussion or votes.

The law provides for the legal determination of conflict of interest status for any employee submitting a request to the appointing authority or State Ethics Commission.<sup>1</sup> The law also provides for continued services in certain circumstances if full disclosure is made or a special exemption is granted by the Board of Selectmen. If committee members have any questions about their activities, they should file a written request with the Town Counsel through the Town Administrator. The answer to the request will be in writing and become a matter of public record.

## 2.6 Reappointment

Reappointments based on an evaluation by the appointing authority of the citizen's contribution to the committee, the desirability of widespread involvement, and the changing needs of the committee and the Town. There is no fixed limit on length of service except in the case of the Advisory Board where the maximum length of service is mandated by Town by-law. In cases where special training or expertise is required, longer periods of service may be appropriate. A committee member is under no obligation to accept reappointment nor is the appointment authority obligated to offer reappointment. Members of committees appointed by the Board of Selectmen will receive notice of the expiration of their term and will need to confirm their desire to be reappointed.

## 2.7 Resignation

A committee member who is no longer able to serve for whatever reason should resign promptly so that the vacancy may be filled. A written resignation should be submitted to the Town Clerk, with a copy to the Committee Chair and the appointing authority (MGL Chapter 41, Section 109).

## 2.8 Terminations

In rare circumstances such as continued, unexplained absences, conflict of interest or improper conduct, the appointing authority may ask for a member's resignation or, if necessary, revoke the appointment after a hearing before the appointing authority. Also, the appointment of a committee member who fails to attend three consecutive meetings shall be terminated unless there is due cause or prior notification. Prompt, written notification to the committee member will be given by the appointing authority in the event of such an action.

## 3.0 OFFICERS

### 3.1 Elections

---

<sup>1</sup> "Municipal employee" refers to anyone holding any office, position, employment, or membership in any municipal agency. Unpaid members of local town boards and committees are municipal employees, as are private citizens serving on a special advisory committee.

Committees elect a chair, vice-chair, and a clerk annually,<sup>2</sup> usually at the first meeting after new terms begin in July. The chair shall, at the first opportunity, notify the appointing authority and the Town Clerk of changes in officers

### 3.2 Chair

The chair presides at all meetings, decides questions of order, calls special meetings, and signs official documents that require the chair's signature. The chair has the same rights as other members to offer resolutions, make or second motions, discuss questions, and vote thereon.

### 3.3 Vice-Chair

The vice-chair acts for the chair whenever the latter is absent from meetings and performs other necessary duties.

### 3.4 Clerk

The clerk is responsible for the following duties of the committee:

1. Take and transcribe the committee's minutes in the absence of a paid staff .
2. Prepare agendas and any other materials.<sup>3</sup>
3. Copy meeting materials and mail packets to committee members using, if necessary, facilities and materials available at the Town Hall. The Selectmen's staff will provide staff assistance in the use of Town facilities.
4. Schedule place, date, and time of meeting and post meeting agenda with the Town Clerk no later than 48 hours before a meeting. The meeting will be posted on the Town Office bulletin board by the Town Clerk.

### 3.5 Rotating Clerk

A committee may choose to have a rotating clerk. The responsibilities of the rotating clerk are identical to those of a clerk. At the beginning of the next meeting, the rotating clerk should request that the chair designate a successor. If one is not designated, the previously appointed clerk continues in that capacity.

### 3.6 Staff Assistance

If a committee determines that its workload or meeting schedule is such that the clerk's responsibilities will have an adverse impact on the committee's operation, the committee may request a budget for paid, part-time assistance by writing to the Board of Selectmen.

## 4.0 MEETINGS

### 4.1 Definition

---

<sup>2</sup> Unless otherwise provided by state law, Town Charter or By-law.

<sup>3</sup> The tentative agenda for the next meeting should be mailed to committee members and the Town Clerk's Office.

A public meeting occurs at any time a quorum of the committee or subcommittee members get together to discuss or consider any public business or policy over which the committee has some jurisdiction or advisory power. No action of the committee or subcommittee is valid or binding unless ratified by an affirmative vote of the majority of the full body.

#### 4.2 Open Meeting Law

The Massachusetts Open Meeting Law requires that all meetings of elected or appointed boards, committees or subcommittees be open to the public except in eight specific situations where Executive Session is required (See Section 4.4, Executive Session). No votes taken in open session by a governmental body, other than Town Meeting, may be by secret ballot.

The law does not apply to chance meetings or social occasions; however, such meetings cannot be used to circumvent the requirement of discussing and deliberating at public meetings. The law does not apply to administrative meetings or to a group appointed by a single administrator to advise on administrative responsibilities.

The Open Meeting Law does not contravene other laws such as the Privacy Act. If clarification is needed, particularly concerning Executive Session and the rights of individuals, the committee chair may request advice on specific questions from legal counsel after consulting with the Town Administrator..

Any person may record a meeting with a tape recorder or any other means of sonic reproduction and/or videotape equipment provided there is no active interference with the conduct of the meeting. The manner in which this right is to be exercised is subject to the reasonable direction of the Chair.

#### 4.3 General Guidelines

A committee may adopt formal rules of order. Generally, committee actions will be governed by Roberts Rules of Order. Although most small committee discussions may seem too casual to be called debate, it is advisable for the committee to observe a minimum of generally accepted procedures. Attentive guidance by the chair and adherence to adopted procedures can increase efficiency as well as maintain objectivity.

The chair should limit all participants to concise, non-repetitive statements. Although desirable, it is not necessary for the committee to continue discussion until complete consensus is achieved. Other actions such as calling for a vote, postponing until more information is available, or referring to a subcommittee may be required.

Careful preparation before meetings, e.g., organizing agenda items, distributing information in advance, and anticipating possible questions, can expedite discussion, facilitate action and avoid long and exhausting meetings.

The Open Meeting Law does not require that visitors be allowed to participate. It may be advisable for the chair to remind speakers of time and repetition limits. No one may speak at a committee meeting without permission of the chair. If a speaker refuses to be silent after warning from the chair, the chair has the authority to order the speaker removed by the police. Nevertheless, all committee members represent and serve the Town. They should treat all visitors and other committee members with courtesy and consideration. Whenever possible, it is advisable to permit public participation in some form, such as a short period at each meeting or occasional meetings for public hearings.

#### 4.4 Executive Session

An Executive Session is closed to the public, but the committee must first convene in an Open Session for which notice has been posted. A majority of the members must vote, by roll-call vote entered into the minutes, in favor of a motion to go into Executive Session. The motion for a Committee to enter into an Executive Session must state the reason for the Executive Session (see below) as well as whether or not the Committee will be returning to open session and, if they will be returning to open session, the approximate time that the open session will recommence. Records of any Executive Session remain closed to the public only as long as publication may defeat the purposes of the Executive Session. Topics discussed in Executive Session are confidential. Attendees do not discuss these matters with anyone until the purpose for the Executive Session no longer exists and the minutes can be released to the public. Releasing minutes is completed by majority vote of the appropriate committee after consultation with the Town Administrator and Town Counsel.

Executive Session may be held only for the following purposes:

1. To discuss the reputation, character, physical condition or mental health of an individual, provided that the individual is accorded notice and certain rights.
2. To consider complaints against an individual provided that the individual is accorded notice and certain rights.
3. To discuss collective bargaining or litigation strategy if open discussion may have a detrimental effect on the position of the governmental body; to conduct collective bargaining sessions; and to conduct contract negotiations with nonunion personnel.
4. To discuss security measures.
5. To investigate alleged criminal misconduct or to discuss filing criminal complaints.
6. To consider the purchase, exchange, lease, or value of real property if open discussion may have a detrimental effect on the position of the governmental body.
7. To comply with the provisions of any general or special law or federal grant-in-aid requirements.
8. To review resumes and interview candidates for employment if an open meeting will have a detrimental effect in obtaining qualified applicants. However, "finalists" must be publicly interviewed. A Board/Committee may only make a conditional offer of employment to the selected candidate pending any required background check and/or physical fitness examinations by the Selectmen's office. For assistance with this issue, refer questions to the Town Administrator.

#### 4.5 Meeting Schedule

Depending on a committee's workload, meetings may be held weekly, bimonthly, monthly, or less frequently. The chair calls each meeting except for the first one which is called by the appointing authority. When possible, a regular meeting day, hour, and location should be established. Except in cases of emergency, Town committees do not meet on major religious or official holidays.

#### 4.6 Meeting Location

Meetings must be held in a place which is open to the public. The location must be accessible to the handicapped. Committees are urged to meet in a Town building, because meetings held in private homes or restaurants may give the appearance of being secret and discourage the public from attending. A committee may reserve a room in a Town building by contacting the Town Clerk's Office.

#### 4.7 Posting

It is the responsibility of the committee to give notice to the Town Clerk of the committee's meeting with time, date, and place. Except for emergency meetings, meetings must be posted 48 hours in advance by the Town Clerk; Saturdays are counted; Sundays and holidays are not. In the case of emergency meetings (sudden, unexpected occasions which require immediate action by the body) or adjourned meeting if scheduled for less than 48 hours from the adjournment, prior posting is not required; however, the Town Clerk must be informed and the meeting posted as soon as possible. The Town Clerk is responsible for maintaining a current listing of all posted meetings on the bulletin board at Town Hall.

#### 4.8 Recordkeeping

The Open Meeting Law (MGL Chapter 39, Section 23B) requires every town board, commission, committee, and subcommittee to maintain accurate records of its meetings, usually referred to as "minutes." The minutes need not be a verbatim transcript of all that was said at the meeting. The information required to be included in the minutes under the Open Meeting Law and the Public Records Law (MGL Chapter 66, Section 5A) is:

1. the date, time, and place of the meeting;
2. the members present or absent;
3. an "exact record" of votes and official actions taken; and
4. the subjects discussed.

Many boards tape their meetings and prepare written minutes at a later date. Tape recordings may not be used as a permanent record of meetings. Written minutes must be prepared as outlined above. Once minutes have been prepared, the tape may be erased and re-used for another meeting. Until it is erased, however, it is a public record (unless it is a tape of an executive session) which must be made available for inspection and copying upon request.

It is customary for many boards to vote to accept minutes after reviewing them. This is not required by state law, which only requires that each board and commission designate a clerk who is responsible for keeping the records. However, a board by by-law or custom may follow the procedure of accepting the minutes. Be aware that the Secretary of State's Public Records Supervisor has ruled that "draft" minutes are a public record, even before they are approved, and must be made available for inspection and copying if requested. The clerk may wish to stamp or write "Draft" on the minutes until they are accepted so that there is no confusion if a copy is made public.

Executive sessions are treated in the same way, except that all votes must be recorded roll call votes, and the minutes (and tapes, if any) are not public records when made. They may remain secret as long as publication may defeat the lawful purposes of the executive session. It is recommended that no executive session minutes be released until the board or committee has reviewed them and voted that the need for secrecy no longer applies and they may be released. If a board or committee tapes its executive sessions as well as its open sessions, it is recommended that the executive sessions be recorded on separate tapes to ensure confidentiality.

#### 4.9 Public Records Law

The Massachusetts Public Records Law (MGL Chapter 4, Section 7(26), 1986, 1989) provides right of access to public records, broadly defined to include all documentary materials except eleven specific exemptions such as personnel and medical files, proposals and bids prior to opening, and appraisals of property. The minutes, informational data, memoranda and circulating materials of any Town board or committee are mostly all public information including email. The committee should consult the Town Clerk if questions arise concerning freedom of information.

## 5.0 EMPLOYEE RELATIONS

### 5.1 Union Employees

Most, if not all, of the employees in the Town are covered by union contracts that are entered into by the Board of Selectmen, on behalf of the Town, and representatives of the Union. The interpretation and enforcement of contract provisions is solely the province of the Board of Selectmen acting through the Town Administrator. This places a unique burden on the Boards/Committee overseeing union employees. In general, the Board of Selectmen sets the working conditions for Town employees, including hours of work, vacation and sick leave and salary. Full time employees are required to work the posted hours of their particular department, as spelled out in the contract. Part-time employees have the number of hours they are allowed to work set by contract. They are required to work regular hours within the set departmental hours. Hours of work for part-time employees must be approved by the Board of Selectmen or the Town Administrator prior to the commencement of work. Boards/Committees will set the policy direction for their employees in terms of projects, meeting schedules, etc., while the administrative policies come under the Board of Selectmen and the Town Administrator.

Discipline of union employees is in accordance with the applicable contract and subject to the provisions of the state Open Meeting Law. As a reminder, a Board/Committee may not discuss an employee's job performance without providing notification to that employee, in writing, at least 48 hours in advance of the meeting. If there is an issue with the performance of an employee, the Chair shall make an appointment to discuss the matter with the Town Administrator and receive instructions as to how to proceed. No Board/Committee shall proceed with disciplinary action against any Town Employee without first discussing the matter with the Board of Selectmen or the Town Administrator.

### 5.2 Non-Union Employees

Non-union employees are covered by the Town's Personnel Plan. The enforcement of the Personnel Plan is under the purview of the Personnel Board. As discussed in x.1 above, matters involving non-union employees should be discussed with the Town Administrator prior to referral to the Personnel Board.

### 5.3 Role of Town Administrator

The Town Administrator serves as the Personnel Director for the Town of Norwell and is a member of the Personnel Board. Questions, concerns or problems dealing with all non-school departments should be directed to the Town Administrator in a timely manner. It is the duty of the Town Administrator to assist Boards/Committees in the day-to-day operations of their departments and in managing their employees. Disagreements with the Town Administrator on

personnel issues must be submitted, in writing, to the Board of Selectmen in cases involving Union employees and to the Personnel Board in those cases involving non-union employees. In matters not satisfactorily settled to the Personnel Board, an appeal may be made to the Board of Selectmen. The decision of the Board, in respect to Town Boards/Committees, is final.

## 6.0 BUDGETS

### 6.1 Committee Budgets

In general, an individual committee does not have a budget unless one is authorized by Town Meeting at the time of its formation. If a committee anticipates a need to expend funds, it can request a budget for the next fiscal year through the appointing board; or, if funds are needed during the fiscal year, it can make a request to the Advisory Board for a transfer from the Reserve Fund. If such a request is made, a copy must be sent to the Town Accountant's Office. Such a request is subject to a review and evaluation of need and the availability of funds. Departments under the direction of the Board of Selectmen are required to discuss the possible need for a transfer with the Board and/or Town Administrator prior to making a request to the Advisory Board. Under no circumstances may a department exceed budget without notification and approval from the Board of Selectmen.

### 6.2 Disbursements

As bills are incurred by the committee, the committee's clerk completes the bill schedules, attaching all appropriate receipts, paperwork, etc., with majority signatures, and submits the paperwork to the Town Accountant's Office for approval. Upon approval, the invoices are processed for payment. Disbursements may be made for legitimate expenses incurred by the Board or Commission in the performance of its duties. No Charitable donations maybe made with Town Funds unless approved by Town Meeting.

## 7.0 FUND RAISING

### 7.1 Background Information

The provisions of MGL Chapter 44, Section 53A enable a Town committee to raise and disburse funds according to specific procedures.

### 7.2 Procedures

#### 7.2.1 Donations

All funds received by the committee go into the General Fund and may not be dispersed by the committee on its own without special arrangements. Sometimes donations are made to the Town for specified purposes. Unless otherwise specified by state statute, donations must be made in writing and accepted on behalf of the Town by the Board of Selectmen. A Receipt for a Restricted Gift form to record donations is available form the Town Accountant's Office. The committee's designee completes a turnover form for contributions received and transmits this document and funds to the Town Treasurer. Revolving funds, subject to Town Meeting votes, are available for some purposes and allow a committee to retain control of its funds. This should be discussed with the Town Accountant's Office and the Town Administrator.

#### 7.2.2 Disbursements of Funds (See Section 5.2)

### 7.2.3 Alternative Fund Raising

An individual or group may purchase and donate equipment, supplies, or manpower to a particular committee to help achieve the committee's charge and to avoid going through the channels listed above.

## 8.0 PLANNING

### 8.1 Charge and Plan of Action

The committee should review the charge prepared by the appointing authority at an early meeting and periodically thereafter in order to keep its work focused and moving toward its goals. When the committee is established because of Town Meeting action, the appointing authority usually incorporates the purpose of the article within the charge.

The committee should develop a plan of action to accomplish the objectives. The plan should include reporting major milestones so that the committee and the appointing authority may assess committee progress.

## 9.0 REPORTING PROCEDURES

### 9.1 Appointing Authority

The Board of Selectmen recommends that the committee chair report regularly to the appointing authority about the committee's actions and plans. If needed, the chair may request a meeting with the appointing authority to resolve problems and report progress. Committees appointed by the Board of Selectmen shall be required to meet periodically with the Board to provide an update on the committee's actions and plans. The Board will determine the manner and frequency of said updates.

### 9.2 Liaison with Board of Selectmen

Sometimes the Town Administrator may serve on a committee or act as a liaison between the committee and the Board of Selectmen. The Town Administrator may chair the first meeting of a newly established committee, explain the charge, and preside over the election of a chair who will then take over the meeting.

### 9.3 Liaison with Town Administrator

Request for legal assistance from Town Counsel should be directed to the Town Administrator/Board of Selectmen. Except in cases of an emergency nature, all contact with Town Counsel must be approved in advance by the Town Administrator/Board of Selectmen.

### 9.4 Public Information Meetings

The success of a committee's endeavors often depends on effective communication with the public. The committee should hold public meetings and hearings when needed both to inform citizens of work in progress and to gain public reaction and response. It sometimes helps if a

committee issues press releases periodically to keep the public informed. The Board of Selectmen's Office can assist you with this process.

### 9.5 Town Meeting

If a relevant article is on the warrant or if the committee's charge specifies report to Town Meeting, the committee should prepare information for Town Meeting. The committee should make these reports clear, concise and brief, keeping in mind the large volume of articles Town Meeting deals with.

A committee may request inclusion of an article in the Town meeting warrant by a letter to the Board of Selectmen from the committee if a majority of the committee consents to the submission. Articles will be considered and may be reworded by the Board of Selectmen, upon advice of Town Counsel. All articles should be submitted to the Board of Selectmen by the established deadlines. Committee members sometimes find that they wish to discuss and consider making recommendations on other articles at their meetings. In such cases, the committee should send written notice of the scheduled discussion to the sponsors of the article. Please be advised that the Board of Selectmen reserves the right to reject an article that has been submitted for inclusion in a Town Meeting warrant, dependent upon the nature of the Town Meeting (Special or Annual) and the intent of the article.

### 9.6 Annual Town Report

All appointed committees should file an annual report of committee activities for the Annual Town Report. The chair or other designated member should detail committee membership, including changes, and a one- to three- paragraph explanation of major accomplishments and future plans. A request for committee reports is issued each year, and they are due in the Selectmen's Office no later than January 1 of each year.

## **SOURCES OF INFORMATION**

- "Appointed Committee Handbook", Town of Amherst, MA, 1990.
- "Appointed Committee Handbook", Town of Easton, MA, 1991.
- Massachusetts General Laws:
  - Chapter 4, Section 7 (26): Public Records Law
  - Chapter 39, Section 23B: Open Meeting Law
  - Chapter 66, Section 5A, 6: Public Records Law
  - Chapter 150E. Labor Relations, Public Employees
  - Chapter 268A: Conflict of Interest
- "Massachusetts Conflict of Interest Law for Municipal Employees", State Ethics Commission.

Revised September 2004