

# BOARD & COMMITTEE HANDBOOK



## Town of Boylston Massachusetts

Board of Selectmen/Town Administrators Office  
221 Main Street  
Boylston, MA  
508-869-0143

Effective July 15, 2019

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# **TOWN OF BOYLSTON, MASSACHUSETTS BOARD AND COMMITTEE HANDBOOK**

## **PURPOSE**

Citizens serve on advisory boards because they want to improve the quality of life in their community, because they feel strongly about local issues, and because they feel they have something of value to offer. In order to have a board that is efficient, it is essential that board members be properly oriented so they understand their duties and carry them out effectively.

This handbook will assist those appointed to boards and committees in the Town of Boylston. It provides a brief description of procedures and details about important state statutes, such as the Open Meeting Law and the Conflict of Interest Law.

## **ADDITIONAL PUBLICATIONS**

All committee members should read the Town of Boylston By-Laws on the Town of Boylston website [https://www.boylston-ma.gov/sites/boylstonma/files/uploads/lisa\\_master\\_town\\_bylaws.pdf](https://www.boylston-ma.gov/sites/boylstonma/files/uploads/lisa_master_town_bylaws.pdf). These give the foundation of Boylston government, including most boards and committees. The Town Clerk's Office also maintains copies.

## **COMMITTEE FORMATION**

The Board of Selectmen is the appointing authority for the majority of boards and committees. State statutes outline the powers and duties of most boards. The Town's General By-laws, which is adopted by town meeting, may also provide for the appointment of a committee by approving an article for that purpose.

Such committees may also report back at a future Town Meeting. The Board of Selectmen and the Town Administrator also have the authority to create and appoint ad- hoc committees.

## **COMMITTEE VACANCIES**

Each May, vacancies on committees are published on the Town's website: [www.Boylston-ma.gov](http://www.Boylston-ma.gov) by the appointing authority. Individuals interested in being considered for appointment should complete a Volunteer Application and submit it to the Selectmen's Office, 221 Main Street, Boylston, MA 01505 or via email. Volunteer Applications are available on the Town of Boylston website on the Board of Selectmen's page. Interested candidates will be notified if an interview has been scheduled with the Board of Selectmen or an appointment has been made during the months of June and July.

## **APPOINTMENT**

The goal of the appointing authorities is to appoint qualified and interested Boylston residents who are broadly representative of the Town. The appointing authorities carefully consider applications and suggestions from many resources, including but not limited to letters of interest, verbal expression of interest, recommendations by committees, etc.

Once appointed, the appointee receives written notification of appointment including a certificate of appointment. Each appointee must be 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), as the statute requires. In addition, the appointee is given information pertaining to standards of conduct, the “Conflict of Interest Law” (MGL Chapter 268A), the Town of Boylston sexual harassment policy and social media policy. In addition, compliance with the State Ethics Summary acknowledgement is required and the online computerized test is mandatory. Failure to take the test will be considered cause for removal by the appointing authority. New appointees must complete the Ethics test within 45 days of appointment. Information for both of these is available on the Town of Boylston website <http://www.Boylstonma.gov/town-clerk/pages/open-meeting-and-ethics-law>.

## **COMMITTEE ORIENTATION**

The Board of Selectmen’s Office will notify existing chairs of any new appointments to its board or committee. The Board of Selectmen encourages committee chairs to orient new members to committee functions and compliance with the statutes noted above.

New members 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.

## **CONFLICT OF INTEREST STATUTE AS IT APPLIES TO COMMITTEE APPOINTEES**

### **Summary**

The Conflict of Interest Law for Municipal employees was revised in September 2009 and became effective December 2009. The Summary, its definitions, applications and regulations appear on the Town of Boylston website: [https://www.boylston-ma.gov/sites/boylstonma/files/uploads/conflict\\_of\\_interest\\_law\\_online\\_training\\_program.pdf](https://www.boylston-ma.gov/sites/boylstonma/files/uploads/conflict_of_interest_law_online_training_program.pdf)

The summary of the Conflict of Interest Law, Massachusetts General Law’s chapter 268A, is intended to help municipal employees understand how the law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free, confidential advice about the conflict of interest law from the Commission’s Legal Division at its website: [www.mass.gov/ethics](http://www.mass.gov/ethics) or by contacting the Attorney of the Day at

(617) 371-9500 or 888-485-4766. Calls are returned within one business day. Town Counsel may also be contacted.

The Conflict of Interest Law seeks to prevent conflict between private interests and public duties, foster integrity in public service, and promote the public’s trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours and after leaving public service.

If the Commission determines that the Conflict of Interest Law has been violated, it can impose civil penalties for each violation. In addition, the Commission can order the violator to repay any economic advantage gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest laws can also be prosecuted criminally.

**Who is a Municipal Employee?**

You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full-time and part-time municipal employees, elected officials, volunteers and consultants, is a municipal employee under the conflict of interest law.

**“Special” Municipal Employees:** “Special” municipal employee status may be assigned to appointive boards by a vote of the Board of Selectmen, but this is rare. Two sections of the conflict law apply less restrictively to special municipal employees. You are eligible to be designated a special municipal employee provided that; (1) you are not paid; or (2) you hold a part-time position which allows you to work at another job during normal working hours; or (3) you were not paid by the town for more than 800 working hours (approximately 20 weeks full-time) during the preceding 365 days. However, an entire board, and not a single individual receives the designation, which is why it is rarely granted.

Specifically, it is the municipal position which is designated as having “special” status, not the individual. Therefore, all employees holding the same office or position must have the same classification as “special”. For instance, one member of a school committee may not be classified as “special” unless all members are similarly classified.

**Special Municipal Employees Designations and Dates:**

Finance Committee Members	3/16/1998
Town Meeting Moderator	12/08/2003
Wetlands Scientist (Conservation Commission)	6/19/2006
Town Counsel	9/24/2007
Plumbing Inspector	11/26/2007
Assistant Plumbing Inspector	11/26/2007
Gas Inspector	11/26/2007
Assistant Gas Inspector	11/26/2007
Town Administrator Search Committee	01/23/2012
Town Moderator	05/06/2019
Conservation Commission	05/20/2019

## **REAPPOINTMENT**

Reappointment is based on an evaluation by the appointing authority of the citizen's contribution to the committee, the desirability of widespread involvement, diversity and the changing needs of the committee and the Town. Although there is no fixed limit on length of service, the Board of Selectmen policy is to normally limit the length of service to two three-year terms. In cases where special training or expertise is required, longer periods of service may be desirable.

A committee member is under no obligation to accept reappointment nor is the appointing authority obligated to offer reappointment. Committee chairs are annually requested to report to the Board of Selectmen the number of committee meetings held, appointee's attendance records, and number of abstentions. A copy of the Annual Appointment Process Form is attached. Complete the attached application, to request reappointment (Application for Committee, Commission, Board and Council Appointment).

## **RESIGNATION**

A committee member who is no longer able to serve should resign promptly so that the vacancy may be filled. A written resignation must be submitted to the Town Clerk with a copy to the appointing authority and the chair of the committee.

## **OFFICERS**

### **Elections**

Committees elect a chair; a clerk and a vice chair usually at the first meeting after new terms begin in July. It is the responsibility of the chair to notify the appointing authority and the Town Administrator annually of changes in officers.

### **Chair**

The chair presides at all meetings, decides questions of order and 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. The town relies upon "Roberts Rules of Orders" for the proper conduct of meetings. The chair sets the tone of meetings, and should be respectful of individuals coming before their committee and fellow members.

## **Secretary or Clerk**

Each Committee must also have a volunteer secretary or clerk who is responsible for the following duties of the committee:

1. Prepare agenda and any other material. Take and transcribe minutes.
2. Posting of agenda 48 hours before by email to the Town Clerk
3. Copy meeting materials and schedule meeting space.
4. A list of meeting space is attached for your reference with contact information to book your meetings (Board Committee Building Contact Information).
5. Where applicable, process the accounts payable for the committee, correspondence and meeting follow-up.

Some boards and committees rotate the clerk/secretary responsibilities on a monthly basis and everyone takes a turn.

## **Vice-Chair**

The vice-chair (if applicable) of a board/committee shall act in the place of the chair during his/her absence at meetings. Should the chair leave office, the vice-chair shall assume the duties of chair until the board/committee elects a new chair.

## **MEETINGS**

### **Definition**

A public meeting is a deliberation by a quorum of a public body. You must have a quorum, meaning the minimum number of people required in order to conduct business, to hold a meeting. When a board or commission meeting is posted and less than a quorum is available for the meeting, the following steps should be taken;

- 1) When this is known before the meeting the meeting should be cancelled.
- 2) If the lack of a quorum becomes known as the members are gathering, the attending members should simply announce that due to a lack of a quorum a meeting cannot be held, and then the group should disband. In short, members of a board should not meet without a quorum of that board.

In the above circumstances, board or committee members have gathered or remained together and discussed business despite the absence of a quorum. While doing so is not per se a violation of the Open Meeting Law, it will inevitably lead to an Open Meeting Law violation. When one member or a staff person mentions the non-quorum discussion to another member, serial deliberation will have occurred. Even if the matter in question is subsequently taken up by a quorum at a posted meeting, the open meeting violation will taint the action at that meeting. The discussion at a “non-quorum meeting” is no different than an exchange of calls or emails between meetings. Both will result in open meeting violations.

The revised Massachusetts Open Meeting Law, effective November 1, 2010, requires that all

meetings of elected or appointed boards, committee or subcommittees be open to the public except in ten (10) specific situations where an Executive Session is permitted. No vote 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 law. The Open Meeting Law addresses the question of discussion by other boards at public meetings. It is now possible for a quorum of one board to be present at the deliberations of another board and be able to contribute to the discussion but not to the deliberation and voting process.

If clarification is needed, particularly concerning a quorum or the Executive Session regulations and the rights of individuals, the committee chair is strongly encouraged to contact the Town Administrator or legal counsel beforehand.

### **Recordings**

At the beginning of each meeting the chair should always ask if anyone is making a video or audio recording or transmission of the meeting. The person wishing to do so must inform the chair. Under these circumstances, a person may record a meeting (with the exception of Executive Session). A committee cannot prevent a meeting from being taped or recorded if this process is followed.

### **Remote Participation**

All appointed and elected Boards, Committees and Commissions are authorized to conduct Remote Participation subject to the requirements of The Massachusetts Open Meeting Law, G.L. c30A, §20(d), 940 CMR 29.10, and the guidelines approved per the Board of Selectmen.

### **General Guidelines**

A committee may adopt formal 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 referral to a subcommittee may be required.

Committees discuss the merits of issues; personal or uncivil comments are considered out of order. The Open Meeting Law does not require that visitors be allowed to participate, and time constraints and agendas often require brevity. It may be advisable to the chair to remind the 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 from the meeting 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.

### **Executive Session**

An Executive Session is closed to the public, but the committee must first convene in an Open Session for which proper notice and an agenda 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 should specify the applicable reason and state whether or not the Open session will reconvene following the Executive Session. The chair must state “All subjects which may be revealed without compromising the purpose for which the executive session was called.” Records of an Executive Session remain closed to the public only as long as publication may defeat the purposes of the Executive Session. A Committee must affirmatively vote not to release Executive Session minutes. Once the matter is dissolved the minutes must be released and posted on the Town website. All votes taken in Executive Session are recorded by roll call and become a part of the record of that session. Topics discussed in Executive Session are confidential.

Those attending the Executive Session should 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. The motion should specify the applicable reason and state whether or not the Open Session will reconvene following the Executive Session.

Executive Sessions may be held for the following purposes (current as of July 2016):

1. To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual, or to discuss the disciplines or dismissal of, or complains or charges brought against, a public officer, employee, staff member or individual.
2. To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel.
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto.

5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints.
6. To consider the purchase, exchange, lease or value of real property.
7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.
8. To consider or interview applicants for employment or appointment by a preliminary screening committee.
9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity.
10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

NOTE: Purpose #1 should be used with great caution and should not be undertaken without prior consultation of the Town Administrator or Town Counsel.

### **Meeting Schedule**

Depending on a committee's workload, meetings may be held weekly, bimonthly, monthly, or less frequently. The chair calls each meeting. When possible, a regular meeting day, hour and location should be established. Except in cases of emergency, Town committees shall not meet on major religious or official holidays. Votes cannot be taken at meetings held on holidays. Public hearings are prohibited from being scheduled on a holiday regardless. All meetings must be held in a handicap accessible location.

### **Meeting Location**

Meetings must be held in a place, which is open and accessible to the public. The Board of Selectmen requires committees to meet in a Town building because meetings held in private homes, restaurants, or businesses may give the appearance of being secret and discourage the public from attending. A committee may reserve a room in a Town building (see the attached Board Committee Building contact information).

### **Posting**

It is the responsibility of each committee to give notice and an agenda to the Town Clerk of the committee's meeting time, date, and place. Notices of meetings must be posted at least, 48 business hours in advance, excluding Saturdays, Sundays, and legal holidays. Agenda's should also be posted by the committee on your Town of Boylston website page.

All board and committee meetings should be posted on the events calendar on the Town of Boylston website.

The Board chair is required to list in the meeting notice all matters that the chair “Reasonably anticipates will be discussed at the meeting”. This requirement is designed to give adequate public notice of the information to be discussed and specificity rather than generality is desired. Any change to a posted agenda requires a revision. All revisions to an agenda must follow the same procedure as agenda postings, i.e. 1) give revisions to the Town Clerk to post and 2) update revised agenda on the website page.

In the rare case of emergency meetings (sudden, unexpected occasions which require immediate action by the body), or adjourned meetings 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 the Town Hall. All posting notices should be addressed to Dawn Porter, Town Clerk, 221 Main Street, Boylston, MA 01505. Posting notices can be emailed to [dporter@boylston-ma.gov](mailto:dporter@boylston-ma.gov). Prior arrangements must be made with the Town Clerk.

### **Recordkeeping**

State law requires that a committee keep accurate records of its public meetings. The committee must vote to accept all minutes. The records of each regular meeting are public information, and committees must maintain a copy of all approved minutes for public inspection. In addition, a copy of all approved minutes must be posted to the Town of Boylston website by the website editor.

At a minimum, minutes must include:

- The names of committee members present at the meeting and those absent.
- The names of others present at an Executive Session.
- Date, time convened, and time adjourned.
- All agreements or decisions reached by vote or consensus with motion and second identified and votes cast.
- Assignments.
- Names of additional participants (not press or observers).
- Summaries of discussion reflecting general comments and observations.
- Listing of each document and exhibit or presentation used at a meeting.

## **Mullins Rule** MGL Chapter 39, Section 23D

The Town has adopted the “Mullins Rule” which provides members of a board of committee that have missed a portion of an adjudicatory hearing to participate in subsequent hearings. Voting by proxy or remote voting is strictly prohibited.

## **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, bids and appraisals of property. The minutes, information data, emails, memoranda and circulating materials of any town board or committee are almost without exception public information and the town places a high value on transparency and compliance. New changes in the law require diligence. All public record requests should be forwarded to the Public Records Access Officer Lisa Johnson in the Town Clerks Office immediately upon receipt. Requests must be stamped in and distributed to the appropriate department or board for response. Copies of all public records requests must be responded to within ten (10) days by statute. Copies of public meeting materials are \$.05 per page plus labor time, which is charged at half-hour increments at the hourly rate of the lowest compensated person capable of fulfilling the request, not to exceed \$25/hour. Please contact the Public Records Access Officer with any questions on how to fulfill a public record request at (508) 869-0143 x232.

## **BUDGETS**

### **Committee Budgets**

In general, an individual committee does not have a budget unless one is authorized by Town Meeting. In the case of an ad-hoc committee, if the committee anticipates a need to expend funds, it should contact the Town Administrator.

### **Disbursements**

Expenditures must be pre-approved through the Town’s requisition system and paperwork must be completed, with all appropriate receipts attached and submitted to accounting for approval, processing and payment. Incurring costs without pre authorization may result in personal responsibility for payment.

## **RECEIPT OF FUNDS/DONATIONS/GIFTS**

### **Procedures**

With limited exceptions, all funds received by any committee go into the Town's General Fund and may not be dispersed by the committee on its own without special arrangements. Sometimes donations are made to the Town for deposit to a separate designated account for specified purposes. A receipt for a Restricted Gift form to record the donation is available from the Town Accountant's office. For more information on this please contact the accounting office at 508-869-6041.

## **REPORTING PROCEDURES**

### **Appointing Authorities**

The Board of Selectmen may require that the committee chair report to the appointing authority about the committee's actions and plans. The Town Administrator helps in maintaining communication between the committee, staff and appointing authority. The chair may at any time request a meeting with the Town Administrator to resolve problems, especially if they involve town staff.

### **Public Information Meetings**

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

Committees are encouraged to use the Town's website and Facebook page to educate, update and inform the public about its activities. Website and Facebook posts should be sent to the Board of Selectmen/Town Administrator's office for approval.

### **Town Meetings**

If a relevant article is on the warrant or if the committee's charge specifies a report to the Town Meeting, the committee should make these reports clear, concise and brief, keeping in mind the large volume of materials town meeting receives. Deadlines for all warrant article requests are in mid-December each year. There are no exceptions to this deadline.

### **Annual Town Report**

All appointed committees must file an annual report of committee activities for the Annual Town Report which is due to the Town Administrator's Office each January. 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 in January of each year and reports must be timely filed within the deadline specified by the Town Administrator's Office.

## **Minutes**

The open meeting law requires a public body to create and approve meeting minutes in a "timely manner". The regulations now define a "timely manner" to be within the next three public body meetings or 30 days from the date of the meeting, whichever is later, unless the public body can show good cause for further delay. Accepted minutes of all boards and committees are to be posted on the Town's website within a reasonable period of time. A copy of minutes should also be forwarded to the Town Clerk.

## **BOARD AND COMMITTEE STANDARDS OF CONDUCT**

- 1) A member of a board or committee in relation to his or her community should:
  - a) Realize that his or her basic function is to carry out the board or committee's mandated responsibilities and develop Town policy related thereto, with administration delegated to the Town Administrator.
  - b) Realize that he or she is one of a team and should abide by board or committee decisions once they are made.
  - c) Be well-informed concerning the duties of board/committee members on both local and state levels.
  - d) Remember that he or she represents the entire community at all times.
  - e) Accept appointment as a means of unselfish service, not to benefit personally or politically from any board or committee activities in accordance with the law.
  - f) In all appointments or contract awards avoid political patronage by judging all individuals solely on merit, experience and qualifications.
  - g) Abide by the ethics established by the Commonwealth and not use the position to obtain inside information on matters which may benefit someone personally.
- 2) A member of a board or committee in his or her relations with administrative staff of the Town should:
  - a) Endeavor to establish sound, clearly defined policies that will direct and support the administration for the benefit of the people of the community.
  - b) Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
  - c) Give the Town Administrator the appropriate responsibility for discharging his or her disposition and solution.
- 3) A member of a board or committee in his or her relations with fellow board/committee members should:
  - a) Recognize that action at official legal meetings is binding and that he or she alone cannot bind the board or committee outside of such meetings.
  - b) Not make statements or promises of how he or she will vote on matters that will come before the board/committee until he or she has had an opportunity to hear the pros and

cons of the issue.

- c) Uphold the intent of Executive Session and respect the privileged communication that exists in Executive Session.
- d) Make decisions only after all facts on a question have been presented and discussed.
- e) Treat with respect and civility the rights of all fellow members, attendees and staff despite differences of opinion.

## **ORGANIZATION OF BOARDS AND COMMITTEES**

The chair shall be elected annually at the first Board meeting following the annual appointments or as soon as practical thereafter. A chair may be removed by majority vote of the board/committee at any time. The immediate past chair shall preside as chairman pro-term until the chair is elected. If there is no immediate past chair, the senior member in terms of current service shall serve as chair pro-term. In the case of members with the same amount of seniority, the member receiving more votes in the most recent appointment/election shall serve. If a vacancy occurs in the office of chair, the board/committee shall elect a successor. The board/committee shall further appoint a vice-chair, clerk and website editor under the same provisions as stated for the chair.

## **RESPONSIBILITIES OF THE CHAIR**

The chair of a board/committee shall:

1. Preside at all meetings of that board/committee and start all meetings and hearings on time. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items and hearings.
2. Be circumspect in allowing each member to present his/her views while tactfully preventing any member from monopolizing the meeting and/or discussion.
3. Be familiar with parliamentary procedure as it applies to public meeting operations.
4. Provide time in his/her schedule to consult with staff on the preparation of the agendas and meeting materials.
5. Provide leadership which brings individual board/committee members together as an effective policy-making body.
6. Sign official documents that require the signature of the chair.
7. Call special meetings in accordance with the Open Meeting Law.
8. Facilitate with staff orientation for new members.
9. Represent the board/committee at meetings, conferences and other gatherings unless delegated to another board member.
10. Serve as spokesperson for the board/committee and present its position unless otherwise determined or delegated by the chair.

11. The chair shall have the same rights as other members to offer motions and resolutions, to discuss questions and to vote thereon.
12. Complete an “Annual Appointment Chair form” (attached) and submit to the Selectmen’s office by every May 31<sup>st</sup>.

### **RESPONSIBILITIES OF THE VICE-CHAIR**

The vice-chair (if applicable) of a board/committee shall act in the place of the chair during his/her absence at meetings. Should the chair leave office, the vice-chair shall assume the duties of chair until the board/committee elects a new chair.

*Questions regarding the Board and Committee Handbook can be referred to the Board of Selectmen’s office at 508-869-2093*

*This handbook is subject to revisions and updates as state statutes or bylaws may change. Addendums will be issued as warranted or necessary.*

*Thank you for serving our town!*

**Volunteer To Serve**

Boylston’s town government needs residents who are willing to contribute their time and talents to our community. Most volunteer terms expire yearly on June 30 and the Board of Selectmen will be seeking volunteers to fill those vacancies.

**IF**

You would like to volunteer for the first time

**OR**

You currently serve on a committee and would like to be re-appointed (or not)

**THEN**

Fill out this form and return it or mail to:

**Board of Selectmen  
Town Hall  
221 Main Street  
Boylston, MA 01505**

PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ PHONE#: \_\_\_\_\_

BACKGROUND: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I am a **first time** volunteer requesting appointment to: (check one or several from list)

I **currently serve** as a volunteer and:

I **do** wish to be re-appointed to serve on the following: (check all that apply):

I **do not** wish to be re-appointed to:

- |                         |       |                              |       |
|-------------------------|-------|------------------------------|-------|
| ADA Committee           | _____ | Historic Commission          | _____ |
| Affordable Housing      | _____ | Historic District Commission | _____ |
| Agricultural Committee  | _____ | Insurance Advisory Committee | _____ |
| Appeals Board (ZBA)     | _____ | Memorial Day Committee       | _____ |
| Business Development    | _____ | Open Space Committee         | _____ |
| Cable Advisory Comm     | _____ | Personnel Board              | _____ |
| Conservation Commission | _____ | Resident Advisory Board      | _____ |
| Council on Aging        | _____ | Storm Water Committee        | _____ |
| Cultural Council        | _____ | Town House Committee         | _____ |
| Earth Removal Board     | _____ | Voter Registrar              | _____ |
| Finance Committee       | _____ |                              |       |

**Other-** please specify: \_\_\_\_\_



### Board Committee Building Contact Information

Meeting Room Location	Contact	Telephone #	Email Address:	Address:
<b>Selectmen Chambers, Town Hall</b> seats 40	Selectmen's Office	508-869-2093	<a href="mailto:amack@boylston-ma.gov">amack@boylston-ma.gov</a>	221 Main Street
<b>Ward Nicholas Boylston Meeting Room</b> seats 49	Selectmen's Office	508-869-2093	<a href="mailto:amack@boylston-ma.gov">amack@boylston-ma.gov</a>	221 Main Street
<b>George F. Fuller Meeting Room</b> seats 6	Selectmen's Office	508-869-2093	<a href="mailto:amack@boylston-ma.gov">amack@boylston-ma.gov</a>	221 Main Street
<b>Boylston Town House Upper Hall Meeting Area</b> seats 250	Selectmen's Office	508-869-2093	<a href="mailto:amack@boylston-ma.gov">amack@boylston-ma.gov</a>	599 Main Street
<b>Boylston Town House Lower Meeting Area</b> seats 250	Selectmen's Office	508-869-2093	<a href="mailto:amack@boylston-ma.gov">amack@boylston-ma.gov</a>	599 Main Street

# CERTIFICATE OF COMPLETION

THIS CERTIFIES THAT

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Name

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Board/Committee Name

HAS SUCCESSFULLY COMPLETED  
THE TOWN OF BOYLSTON BOARD/COMMITTEE HANDBOOK

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

