



# **TOWN OF WAREHAM**

## **COMMITTEE MEMBER HANDBOOK**

**Volunteer citizen participation is the backbone of our local governance.**

**The Town of Wareham is grateful for the innumerable hours contributed by our many board and committee members.**

This handbook has been prepared in conjunction with the Town Clerk for use by appointed and elected boards, committees and commissions involved in Town Government. It provides information concerning legal obligations, procedural matters, and advice for the effective operation of these groups. It is a general guide, and more specific requirements may apply to each appointment.

Select Board's Office

<https://www.wareham.ma.us/board-selectmen>

[Selectmen@wareham.ma.us](mailto:Selectmen@wareham.ma.us)

Town Hall

54 Marion Road

Wareham MA 02571

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**See Town of Wareham Bylaws** for additional information applicable to committees



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## GENERAL INFORMATION

### 1.1 TYPES OF BOARDS, COMMITTEES and COMMISSIONS

There are two types of appointed committees involved in the Town of Wareham Government; namely:

A. Permanent Committees – These are established by Town Charter, Town Bylaw, vote of Town Meeting or State Statute. These committees are assigned specific responsibilities for certain function of the Town. Elected boards are considered permanent committees.

B. Ad Hoc or Study Committees – These committees are established by Town Meeting vote or by a vote of a permanent committee to study problems or opportunities facing the Town and to bring back recommendations to the establishing agency.

The term “appointing authority” as used in this Handbook refers to the particular body (Town Meeting, elected board or Town Official) which initially creates the appointed committees.

### 1.2 APPOINTMENTS/REAPPOINTMENTS

Appointments and reappointments to committees in Wareham are made by any one of several elected boards, for example, the Select Board, Town Moderator, or by some combination thereof (hereinafter referred to as the appointing authority). The appointed individual receives formal written notification of his or her appointment from the appointing authority. New committee members, as well as reappointed members, must appear before the Town Clerk for swearing in and to formalize their appointment. **The committee chair or a staff member should inform the Town Clerk of any changes to membership as soon as possible.** Committee members are expected to serve the full term of their appointment. (See Section 1.5 Resignations.)

Committee appointments require the member to be a **citizen of the United States, a resident of Wareham, at least 18 (eighteen) years of age AND a registered voter.** Appointees who move from Wareham are no longer eligible and **must submit a letter of resignation** to the Town Clerk as well as a copy to the appointing authority and the Select Board’s office as soon as the move is certain. This may be done electronically provided the signature scanned is a “wet” signature and not computer generated. (See Section 1.5 Resignations.)

“Within 2 weeks of qualification for office, all persons serving on a public body shall certify, on a form prescribed by the attorney general, the receipt of a copy of the open meeting law, regulations promulgated under section 25 and a copy of the educational materials prepared by the attorney general explaining the open meeting law and its application under section 19. Unless otherwise directed or approved by the attorney general, the appointing authority, city or town clerk or the



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executive director or other appropriate administrator of a state or regional body, or their designees, shall obtain certification from each person upon entering service and shall retain it subject to the applicable records retention schedule where the body maintains its official records. The certification shall be evidence that the member of a public body has read and understands the requirements of the open meeting law and the consequences of violating it.” – MGL c.30A §20(h)

### **1.3 OFFICERS OF BOARDS, COMMITTEES AND COMMISSIONS**

The Open Meeting Law Guidebook states that “at a minimum, a chair and clerk should be chosen by vote of the committee.” Because the public bodies are required to adhere to the Open Meeting Law, the Public Records Law, the Conflict of Interest and Ethics Law, as well as other laws and legal requirements of specific boards, commissions and committees, these two roles work in tandem to protect the members of each public body as well as the Town. A record of committee officers should be submitted annually in writing to the Town Clerk, the appointing authority, and the Select Board’s office.

#### **THE ROLE OF THE CHAIR:**

1. 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 motions, discuss questions, and vote. (The Town follows *Roberts Rules of Order, newly revised 12<sup>th</sup> edition.*)
2. The Chair schedules the place, date, and time of meetings.
3. The Chair creates the meeting agendas and ensures meeting notices are officially posted as required by Open Meeting Law.
4. The Chair ensures that needed materials are available to the members in enough time so that all members are prepared for each meeting.
5. The Chair creates and submits the Annual Report by the deadline.
6. The Chair promptly notifies the appointing authority of important changes in membership.
7. The Chair works closely with the Clerk to follow the Open Meeting Law and Public Records Law requirements for all minutes, documents, and records.
8. “No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.” - MGL c.30A, §20(g)



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**THE ROLE OF THE CLERK:**

1. The Clerk is responsible for recording and transcribing the Committee's minutes according to the Open Meeting Law (if not done by staff). Minutes **must include**: the date, time and place of the meeting; the members present or absent; the decisions made and actions taken, including a record of all votes; a summary of the discussions on each subject; a list of all documents and exhibits used at the meeting; and the name of any member who participated in the meeting remotely.
2. The Clerk then files the minutes that have been approved by majority vote with the Town Clerk's Office and later, ensures the posting of the minutes online. This must be done in a "timely" manner according to the Open Meeting Law, "within the next three public body meetings or 30 days from the date of the meeting, whichever is later."
3. The Clerk will read aloud the official notice of a public hearing whenever a committee convenes for a public hearing.
4. The Clerk ensures that the Annual Report has been filed by the deadline.
5. The Clerk ensures that each member has a current Certificate for the Open Meeting Law requirement on file within two weeks of appointment and has a Certificate for the Conflict of Interest Ethics Training program on file within 30 days of appointment with the Town Clerk and keeps copies of each.
6. The Clerk works closely with the Chair to follow the Open Meeting Law and Public Records Law requirements for all minutes, documents, and records.

**1.4 CONFLICT OF INTEREST /APPEARANCE OF CONFLICT DISCLOSURE**

(See Appendix A.)

Committee members are deemed to be "municipal employees" under the provisions of the Conflict of Interest Law (MGL c. 268A, §1), and are subject to its requirements. The following is a brief guide, but **each committee member must familiarize him/herself with the law's requirements in full.**

A committee member who believes he/she may have a conflict of interest may file a disclosure form with the Town Clerk to state such conflict and still be able to perform his/her duties. Such conflicts can be discussed with Town Counsel prior to filing.

The State Conflict of Interest Law is very complex. It can be summarized as follows: No appointed committee member should do business either directly or indirectly with the Town of Wareham, or act in his or her own self-interest, or that of his or her immediate family or employer.

Each individual shall be responsible for his or her actions in this regard. Any individual having a question concerning his/her own individual position should request an opinion from Town Counsel or the Ethics Commission (see Appendix A for contact information).



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Members are advised to seek guidance before acting on any issue where a conflict may exist or be perceived, and to publically disclose any such conflicts or appearance of conflicts. In some cases a form may be filed with the Town Clerk to formally disclose conflicts.

**A Summary of the Conflict of Interest Law may be found here:**

<https://www.mass.gov/service-details/summary-of-the-conflict-of-interest-law-for-municipal-employees>

### **1.5 RESIGNATIONS (See Appendix I.)**

**All resignations must be submitted in writing to the Town Clerk in an original format, with an original signature.** A scanned copy with an original “wet” signature may be emailed. A copy of the resignation should be forwarded to the appointing authority, as well as the committee to which the appointment was made, when the individual does not intend to continue to participate. A sample form is attached to this handbook.

### **1.6 REAPPOINTMENTS**

If a person chooses not to be reappointed, he or she **should notify the appointing authority**, which should be advised in advance of the expiration of the term of appointment. Appointing agencies may, at their discretion, choose not to reappoint a person to a committee, and shall so inform the person in writing. No one has a right of reappointment.

### **1.7 COMPOSITION**

The composition of most appointed committees is specified by State Statute, Town Charter, the Town Bylaws or Town Meeting vote, except when the appointed committee is an ad hoc or study committee, in which instance the establishing authority, i.e. Town Meeting or permanent committee, shall determine said composition.

### **1.8 ACCESS TO TOWN COUNSEL (See Appendix D.)**

Access to Town Counsel is governed by the Select Board Policy 11-02. Requests for opinion and/or use of Town Counsel shall be initiated by a vote of the majority of the committee, and forwarded to the Select Board. The Select Board shall approve or deny the requests of any committee.



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## MEETINGS

### 2.1 FIRST MEETING

The first meeting of a committee will be called by the chair of the committee or, being none, then by the chair of the appointing authority. At that time it is advisable to review the Bylaw Provisions if applicable, or the charge of the committee so that all members understand and agree upon the objectives of the committee. Copies of the charge shall be distributed to all committee members by the appointing authority, and a copy shall be placed on file with the Town Clerk.

### 2.2 TIME, PLACE, FREQUENCY

To accomplish committee objectives, the committee should establish regular meeting times and locations. Depending on committee workload, meetings may be held weekly, biweekly or monthly. A regular night of the week and a time for the meeting is advisable. **By law, meetings must be conducted in a public building**, and not scheduled for holidays, election days or Sundays. Committees are responsible for reserving their own meeting rooms. (See Section 2.5)

### 2.3 MEETING NOTICES

All committee members should be notified in writing, or electronic means, of each committee meeting, if the committee is operating on an irregular schedule, and of each special meeting.

### 2.4 PUBLIC POSTINGS (See Appendix B.)

Refer to the Open Meeting Law-<http://www.mass.gov/ago/government-resources/open-meeting-law>

**By law, public notice of all committee meetings and the meeting agenda must be posted with the Town Clerk a minimum of 48 hours before any meeting** (excluding Saturdays, Sundays, and legal holidays.) Town Meeting has also voted to require that elected boards post all meetings on the Town's principal bulletin board near the Town Clerk's office and that those postings be available 24 hours per day, every day that such postings be placed on the Town website. **Postings are only accepted during the office hours of the Town Clerk.** For example, a notice for a meeting to be held on Monday evening must be posted on the preceding Thursday, not later than 4:00 pm.

The posting of the meeting, as well as the proposed agenda, shall also be forwarded to the Select Board's Office.

**Public meeting notices must contain the name of the committee, the date, time and place of the meeting and a list of topics reasonably expected to be discussed.** The posting should give the public a reasonable idea of the topics for the meeting.





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A sample notice is included in this booklet. (See Appendix H)

Postings may be submitted by paper or email. The Town Clerk's office will send a confirmation of receipt for postings submitted by email. The general practice is for the posting to be added to the web calendar as soon as it is received. If you check the calendar for your meeting and it does not appear then please call the Town Clerk. Do not rely on email alone. The Town Clerk's office accepts postings Monday – Thursday from 8:00 am – 4:00 pm. If you are later than 4:00 pm please call to see if a staff member will be available to receive your posting.

**It is the responsibility of each committee chair to ensure that posting requirements are satisfied. The chair should consult with the Town Clerk if in doubt regarding posting requirements.**

## **2.5 USE OF TOWN BUILDINGS**

Meetings should be held in public places that are accessible to all members of the public.

Public meeting rooms are available for committee use in various Town Buildings, and reservations should be made in advance by contacting the appropriate staff as follows:

**Town Hall:** The Town Administrator's office coordinates room reservations. Call the office of the Town Administrator at 508-291-3100 x3110 to reserve. Custodial staff is responsible for room setup and securing of the building at the close of the meeting.

**Multi-Service Center:** Call Council on Aging at 291-3100 x3130.

**Library:** Room reservation system is coordinated by the Director's office at 508-295-2343.

**Schools:** Make request directly through the Principal's office of the building desired.

## **2.6 MINUTES**

A written record of each committee meeting is required by law and becomes part of the public record. **According to the Open Meeting Law, minutes must contain all of the following:** names of members present and absent, all formal votes of the committee and a reasonable summary of discussion. Minutes must also contain a list of any documents relied upon for the discussion. Documents, exhibits and plans used at the meeting become a part of the permanent record of the meeting.

**Minutes must be formally accepted by the committee.** The Chair, or the designee, must maintain a copy of all approved minutes for public inspection. Committees which have no formal office space in a Town Building shall forward their minutes as soon as approved and signed to the Town Clerk's office. The Town Charter also requires that those minutes be



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forwarded to the Wareham Free Library. It is highly recommended to develop a process to post minutes to the Town website, through the Select Board's office.

## **2.7 COMMITTEE RECORDS**

All documents, concerning a committee's business, e.g. notebooks, schematic drawings, plans, deeds, minutes and postings, documents referred to in discussion, etc., are considered the **property of the Town of Wareham**. As such, it is important to make sure the Town Clerk's Office has a record of all such documents.

[www.mass.gov/ago/government-resources/open-meeting-law](http://www.mass.gov/ago/government-resources/open-meeting-law)

## **2.8 QUORUM**

Unless otherwise specified by statute, charter or bylaw, a quorum is the majority of the number of seats on a committee, and a majority of that quorum is empowered to act.

## **2.9 EMAIL**

Email communications on committee business **are prohibited except for housekeeping or administrative purposes or distribution of documents or relevant information**. Email received in the course of committee service related to committee matters shall be retained as a public record. Email should never be used as a substitute for public discussion or deliberation on any matter within the committee's jurisdiction.

## **2.10 OPEN MEETING LAW SUMMARY (See Appendix B.)**

[https://www.mass.gov/files/documents/2017/09/25/2017%20Guide%20only.pdf?\\_ga=2.155894649.332548739.1628100805-1987780024.1581613652](https://www.mass.gov/files/documents/2017/09/25/2017%20Guide%20only.pdf?_ga=2.155894649.332548739.1628100805-1987780024.1581613652)

There is a legal presumption that all meetings are open to the public. The Open Meeting Law gives the public and media a legal right to attend all meetings of state, county and municipal committees, except when the committee votes to go into **Executive Session**. The ability to go into executive session is limited to certain narrow circumstances after following very specific procedures that protect the public. The following is a basic summary, and is not intended to serve as a substitute for each committee member's independent review of the language and requirements of the Open Meeting Law.

Before an Executive Session can be called, the following procedures must be followed:

- An open session, for which notice has been given, must be convened.
- The presiding officer must cite the purpose for the Executive Session and state whether the committee will reconvene thereafter in open session.



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- The presiding officer must also state that a public discussion will be detrimental to the public interest.
- A majority of committee members must vote, by roll-call, to go into Executive Session and the vote must be recorded in the committee minutes.

Executive Sessions can be held only when the following matters are being discussed or considered:

1. The reputation and character, physical condition or mental health, rather than the professional competence of a single individual. Individuals involved must receive 48 hours' notice, in writing, of proposed Executive Session. Only committees with direct supervisory responsibility over employees, e.g. the Select Board and the School Committee, are permitted to conduct an executive session for this purpose.
2. Discipline or dismissal or the hearing of complaints or charges against an individual. Individuals involved must receive 48 hours' notice, in writing, of the proposed Executive Session. Only committees with direct supervisory responsibility over employees, e.g. the Select Board and the School Committee, are permitted to conduct an executive session for this purpose.
3. Strategy for collective bargaining or litigation where open discussion of the same may have a detrimental effect; collective bargaining itself may be conducted in Executive Session. Only committees with direct supervisory responsibility over employees, e.g. the Select Board and the School Committee, are permitted to conduct an executive session for this purpose.
4. Deployment of security personnel or devices.
5. Allegations of criminal misconduct.
6. Transactions in real property where open discussion may have a detrimental effect on such transactions.
7. Matters required by statute or other law to be kept private.
8. Interviews.
9. To meet or confer with a mediator, as defined in MGL c. 233 §23C, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or body, provided that: (a) any decision to participate in mediation shall be made in open meeting session and the parties, issues involved and purpose of the mediation shall be disclosed; and (b) no action shall be taken by any governmental body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open meeting after such notice as may be required in this section.
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 MGL c. 164 §1F, in the course of activities conducted as a municipal aggregator under MGL c. 164 §134 or in the course of activities conducted by a cooperative consisting of governmental entities



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organized pursuant to MGL c. 164 §136, 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.

**Votes and proceedings in Executive Session may be kept private**, as long as privacy will serve the purpose for which the Executive Session was called. **When the reason for Executive Session has been satisfied the minutes for Executive Session Meetings must be released.** Committees should review all Executive Session minutes periodically and in public session release those no longer private.



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## **FINANCES, A GENERAL OVERVIEW**

### **3.1 SOURCE OF FUNDS FOR YOUR COMMITTEE**

1. Budget – Town Meeting will decide what sums, if any shall be appropriated; provides modest sums for general office supplies, postage and clerical assistance; requires authorization of a majority of the committee before funds can be released.
2. Special Articles – provide large sums for specific projects resulting from recommendations of particular committees. These funds may be disbursed by majority vote of the committee.

### **3.2 PAYMENT OF BILLS**

After a committee vote of approval, bills should be signed by a majority of the members of the committee and submitted to the Town Accountant's office for processing and payment. When authorization by the Town Administrator or Select Board is required, his/her/their signature(s) should be added to the bill before submission for payment. The Town Accountant will review the specific paperwork needed to process bills.

### **3.3 PROCUREMENT AND PUBLIC BIDDING REQUIREMENTS**

The Town Administrator is the Town's Chief Procurement Officer. Only the Chief Procurement Officer, or such persons as the Chief Procurement Officer may designate in writing, are authorized to issue procurements or make purchases on behalf of the Town. It is expected that persons so designated will follow the applicable bidding laws, for example, MGL c. 30B (the "Uniform Procurement Act").

### **3.4 CONTRACTS**

A contract is a written obligation of the Town to purchase goods or services in return for payment. Contracts are kept by the Chief Procurement Officer. Contracts shall be reviewed prior to the bidding process and execution by the Chief Procurement Officer. Copies of executed contracts shall be filed with the Town Administrator.



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## ANNUAL REPORTS

### 4.1 TOWN REPORTS

**All appointed committees are expected to file an annual report of committee operation** which will appear in the Annual Town Report. The report should detail committee membership, including changes, and explain the major accomplishments of the committee over the calendar year and highlight plans for the ensuing year. The report is due to the Select Board's Office **no later than July 31**, following the completion of the previous fiscal year.

Ad hoc or study committees should file both interim and final reports with their appointing authority, the Selectman's office, and the Town Clerk.

The Town Clerk is the official Keeper of the Records, and will retain the printed copy of the Town Report for each fiscal year in hardbound copy.



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## TOWN MEETING

### 5.1 ARTICLES FOR WARRANT (See Appendix J.)

Except as provided for by law (e.g. citizen's petition), the Select Board determines which articles may be placed on a Town Meeting warrant, and no committee has a right to have any article placed thereon. Therefore, it is the obligation of each committee to cooperate with the Select Board by advancing any proposed article, and an explanation of the need for the article, well in advance of the deadline for closing the warrant. **Committees which plan to request the placement of an article on the warrant should pay attention to deadlines set by the Select Board for submitting warrant articles and motions.** The requesting committee is responsible for acting so as to allow the Select Board time for adequate review and deliberation on the merits of the proposal. If the Select Board place the requested article on the warrant, the requesting committee should also **be prepared to meet with the Finance Committee** to explain the article. When a committee seeks Community Preservation Funding it is required to first seek permission to apply to the Community Preservation Committee from both the Select Board and the Finance Committee.

### 5.2 DEADLINES

Warrant articles for the Annual Town Meeting shall be submitted in writing to the Select Board prior to the closing of the warrant. Early submission is preferable. Articles for any Special Town Meeting shall be submitted upon notification from the Select Board that Warrant articles are due. Full documentation of the background and reasons for the proposed articles should accompany the article request.

### 5.3 SUBMISSION (See Appendix J.)

The Select Board prepares the warrant for all Town Meetings. Proposed articles may be submitted, in writing, by a committee, acting by a majority vote of its members, with the approval of the Select Board.



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#### **5.4 BUDGET REQUESTS**

In the fall of each year, each committee should determine the necessary budget for committee operation over the next Fiscal Year, which begins on **July 1**. The budget requests, with appropriate narrative, are due on the date to be set by the Town Administrator, in accordance with the requirements of The Town Charter and Bylaws, who will inform all committees of that deadline.

Committees which operate under appropriations voted under Special Articles at Town Meeting should check their balances with the Financial Services office to be sure they will have sufficient funds to continue their operations.

Per the Town Charter, the Town Administrator is responsible to prepare, and has authority over, all items to be included in the budget he/she proposes for consideration by Town Meeting. The School Committee budget is submitted pursuant to State law, and becomes part of the proposed budget.





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## **OPERATIONS and PLANNING**

### **6.1 GOALS/PURPOSES**

A committee is expected to formally document its understanding of the committee's goals and purposes. Verification of their goals with the appointing authority will preclude wasted effort through a misdirection of initiatives.

### **6.2 PLAN OF ACTION**

A plan of action should be developed, outlining how the committee is to accomplish its goals. Reporting of major accomplishments should be done so that the appointing authority may audit the committee's progress toward its goals.

### **6.3 PROCEDURE**

Each committee should draw up a list of procedures and appropriate information to be made available to assist others in knowing how to work with the committee.

### **6.4 DISSOLUTION**

When an ad hoc or study committee has completed its assigned goals, the committee should request dissolution by the appointing authority or Town Meeting, if a sun-setting date has not already been established by the creating body.

After dissolution the committee shall deliver to the Town Clerk all records deemed by them to be appropriate for inclusion in the permanent records.



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## ETHICS/CONFLICT OF INTEREST LAW

Committee members are deemed to be "municipal employees" under the provisions of the Conflict of Interest Law (G.L. c. 268A, s. 1), and are subject to its requirements. The following is a brief guide, but each committee member must familiarize him/herself with the law's requirements in full.

A Committee member who believes he/she may have a conflict of interest shall file a disclosure form with the Town Clerk to state such conflict and still be able to perform their duties. Such Conflicts can be discussed with Town Counsel prior to filing.

The State Conflict of Interest Law is very complex. It can be summarized as follows: No appointed committee member should do business either directly or indirectly with the Town of Wareham, or act in his or her own self interest, or that of his or her immediate family or employer.

Each individual shall be responsible for his or her actions in this regard. Any individual having a question concerning his/her own individual position, should request an opinion from Town Counsel or the Ethics Commission (see below for contacts)

As stated above, all elected and appointed Committee members are deemed to be Municipal Employees even though uncompensated. All Municipal employees **are required to** acknowledge receipt of the Summary of the Conflict of Interest Law and **complete an online training program** offered by the State Ethics Commission. The training program can be accessed at <http://www.muniprogram.eth.state.ma.us/>. The training must be completed **within 30 days of qualifying for your appointment**. The training program concludes by producing a certificate of compliance. Please file this certificate, either electronically or on paper with the Town Clerk. In addition all Municipal Employees will be required to renew the training every two years. The Town Clerk will give you notice of how this re-certification is to be accomplished.

### Legal Advice on Conflict of Interest Issues

The Legal Division gives advisory opinions pursuant to G.L. c. 268B, § 3(g) and 930 CMR 3.01.

1. Call the "Attorney-of-the-Day" (617) 371-9500/(888) 485-4766
2. Send a Letter Requesting an Informal Written Advisory Opinion

To request an informal written opinion from the Legal Division, please include all relevant facts and a specific question. You generally will receive an informal written advisory opinion from the Legal Division within 30 days. Please mail your request to:

State Ethics Commission Legal Division, Room 619  
One Ashburton Place, Boston, MA 02108



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**THE COMMONWEALTH OF MASSACHUSETTS  
OPEN MEETING LAW  
G.L. c. 30A, §§18-25**

\* \* \*

*This version of the law is current as of April 7, 2015.*

*NOTICE: This is NOT the official version of the Massachusetts General Law (MGL). While reasonable efforts have been made to ensure the accuracy and currency of the data provided, do not rely on this information without first checking an official edition of the MGL. \* \* \**

**Section 18: [DEFINITIONS]**

As used in this section and sections 19 to 25, inclusive, the following words shall, unless the context clearly requires otherwise, have the following meanings:

“Deliberation”, an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction; provided, however, that “deliberation” shall not include the distribution of a meeting agenda, scheduling information or distribution of other procedural meeting or the distribution of reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed.

“Emergency”, a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

“Executive session”, any part of a meeting of a public body closed to the public for deliberation of certain matters.

“Intentional violation”, an act or omission by a public body or a member thereof, in knowing violation of the open meeting law.

“Meeting”, a deliberation by a public body with respect to any matter within the body’s jurisdiction; provided, however, “meeting” shall not include:

- (a) an on-site inspection of a project or program, so long as the members do not deliberate;
- (b) attendance by a quorum of a public body at a public or private gathering, including a conference or training program or a media, social or other event, so long as the members do not deliberate;
- (c) attendance by a quorum of a public body at a meeting of another public body that has complied with the notice requirements of the open meeting law, so long as the visiting members



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communicate only by open participation in the meeting on those matters under discussion by the host body and do not deliberate; (d) a meeting of a quasi-judicial board or commission held for the sole purpose of making a decision required in an adjudicatory proceeding brought before it; or

(e) a session of a town meeting convened under section 9 of chapter 39 which would include the attendance by a quorum of a public body at any such session.

“Minutes”, the written report of a meeting created by a public body required by subsection (a) of section 22 and section 5A of chapter 66.

“Open meeting law”, sections 18 to 25, inclusive.

“Post notice”, to display conspicuously the written announcement of a meeting either in hard copy or electronic format.

“Preliminary screening”, the initial stage of screening applicants conducted by a committee or subcommittee of a public body solely for the purpose of providing to the public body a list of those applicants qualified for further consideration or interview.

“Public body”, a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, however created, elected, appointed or otherwise constituted, established to serve a public purpose; provided, however, that the governing board of a local housing, redevelopment or other similar authority shall be deemed a local public body; provided, further, that the governing board or body of any other authority established by the general court to serve a public purpose in the commonwealth or any part thereof shall be deemed a state public body; provided, further, that “public body” shall not include the general court or the committees or recess commissions thereof, bodies of the judicial branch or bodies appointed by a constitutional officer solely for the purpose of advising a constitutional officer and shall not include the board of bank incorporation or the policyholders protective board; and provided further, that a subcommittee shall include any multiple-member body created to advise or make recommendations to a public body.

“Quorum”, a simple majority of the members of the public body, unless otherwise provided in a general or special law, executive order or other authorizing provision.

**Section 19. [Division of Open Government; Open Meeting Law Training; Open Meeting Law Advisory Commission; Annual Report]**

(a) There shall be in the department of the attorney general a division of open government under the direction of a director of open government. The attorney general shall designate an assistant attorney general as the director of the open government division. The director may appoint and remove, subject to the approval of the attorney general, such expert, clerical and other assistants as the work of the division may require. The division shall perform the duties



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imposed upon the attorney general by the open meeting law, which may include participating, appearing and intervening in any administrative and judicial proceedings pertaining to the enforcement of the open meeting law. For the purpose of such participation, appearance, intervention and training authorized by this chapter the attorney general may expend such funds as may be appropriated therefor.

(b) The attorney general shall create and distribute educational materials and provide training to public bodies in order to foster awareness and compliance with the open meeting law. Open meeting law training may include, but shall not be limited to, instruction in:

- (1) the general background of the legal requirements for the open meeting law;
- (2) applicability of sections 18 to 25, inclusive, to governmental bodies;
- (3) the role of the attorney general in enforcing the open meeting law; and (4) penalties and other consequences for failure to comply with this chapter.

(c) There shall be an open meeting law advisory commission. The commission shall consist of 5 members, 2 of whom shall be the chairmen of the joint committee on state administration and regulatory oversight; 1 of whom shall be the president of the Massachusetts Municipal Association or his designee; 1 of whom shall be the president of the Massachusetts Newspaper Publishers Association or his designee; and 1 of whom shall be the attorney general or his designee.

The commission shall review issues relative to the open meeting law and shall submit to the attorney general recommendations for changes to the regulations, trainings, and educational initiatives relative to the open meeting law as it deems necessary and appropriate.

(d) The attorney general shall, not later than January 31, file annually with the commission a report providing information on the enforcement of the open meeting law during the preceding calendar year. The report shall include, but not be limited to:

- (1) the number of open meeting law complaints received by the attorney general;
- (2) the number of hearings convened as the result of open meeting law complaints by the attorney general;
- (3) a summary of the determinations of violations made by the attorney general;
- (4) a summary of the orders issued as the result of the determination of an open meeting law violation by the attorney general;
- (5) an accounting of the fines obtained by the attorney general as the result of open meeting law enforcement actions;
- (6) the number of actions filed in superior court seeking relief from an order of the attorney general; and (7) any additional information relevant to the administration and enforcement of the open meeting law that the attorney general deems appropriate.



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**Section 20. [Meetings of a Public Body to be Open to the Public; Notice of Meeting;  
Remote**

**Participation; Recording and Transmission of Meeting; Removal of Persons for  
Disruption of Proceedings]**

(a) Except as provided in section 21, all meetings of a public body shall be open to the public.

(b) Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting.

(c) For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.

For meetings of a regional or district public body, notice shall be filed and posted in each city or town within the region or district in the manner prescribed for local public bodies. For meetings of a regional school district, the secretary of the regional school district committee shall be considered to be its clerk and shall file notice with the clerk of each city or town within such district and shall post the notice in the manner prescribed for local public bodies. For meetings of a county public body, notice shall be filed in the office of the county commissioners and a copy of the notice shall be publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for the purpose.

For meetings of a state public body, notice shall be filed with the attorney general by posting on a

website under the procedures established for this purpose and a duplicate copy of the notice shall be filed with the regulations division of the state secretary's office.

The attorney general may prescribe or approve alternative methods of notice where the attorney general determines the alternative methods will afford more effective notice to the public.

(d) The attorney general may by regulation or letter ruling, authorize remote participation by members of a public body not present at the meeting location; provided, however, that the absent members and all persons present at the meeting location are clearly audible to each other; and provided, further, that a quorum of the body, including the chair, are present at the meeting



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location. The authorized members may vote and shall not be deemed absent for the purposes of section 23D of chapter 39.

(e) A local commission on disability may by majority vote of the commissioners at a regular meeting permit remote participation applicable to a specific meeting or generally to all of the commission's meetings; provided, however, that the commission shall comply with all other requirements of law and regulation.

(f) After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting the chair shall inform other attendees of any recordings.

(g) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

(h) Within 2 weeks of qualification for office, all persons serving on a public body shall certify, on a form prescribed by the attorney general, the receipt of a copy of the open meeting law, regulations promulgated under section 25 and a copy of the educational materials prepared by the attorney general explaining the open meeting law and its application pursuant to section 19. Unless otherwise directed or approved by the attorney general, the appointing authority, city or town clerk or the executive director or other appropriate administrator of a state or regional body, or their designees, shall obtain certification from each person upon entering service and shall retain it subject to the applicable records retention schedule where the body maintains its official records. The certification shall be evidence that the member of a public body has read and understands the requirements of the open meeting law and the consequences of violating it.

## **Section 21. [EXECUTIVE SESSIONS]**

(a) A public body may meet in executive session only for the following purposes:

1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an



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open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights:

- i. to be present at such executive session during deliberations which involve that individual;
- ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session; iii. to speak on his own behalf; and
- iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense.

The rights of an individual set forth in this paragraph are in addition to the rights that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements and the exercise or non-exercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual.

- 2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion 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 if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
- 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 if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;
- 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, provided that:

- (i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and





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(ii) no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session; or

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 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 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.

(b) A public body may meet in closed session for 1 or more of the purposes enumerated in subsection (a) provided that:

1. the body has first convened in an open session pursuant to section 21;
2. a majority of members of the body have voted to go into executive session and the vote of each member is recorded by roll call and entered into the minutes;
3. before the executive session, the chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;
4. the chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session; and
5. accurate records of the executive session shall be maintained pursuant to section 23.

**Section 22. [Meeting Minutes; Records]**

(a) A public body shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes.

(b) No vote taken at an open session shall be by secret ballot. Any vote taken at an executive session shall be recorded by roll call and entered into the minutes.

(c) Minutes of all open sessions shall be created and approved in a timely manner. The minutes of an open session, if they exist and whether approved or in draft form, shall be made available upon request by any person within 10 days.



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(d) Documents and other exhibits, such as photographs, recordings or maps, used by the body at an open or executive session shall, along with the minutes, be part of the official record of the session.

(e) The minutes of any open session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, shall be public records in their entirety and not exempt from disclosure pursuant to any of the exemptions under clause Twenty-sixth of section 7 of chapter 4. Notwithstanding this paragraph, the following materials shall be exempt from disclosure to the public as personnel information: (1) materials used in a performance evaluation of an individual bearing on his professional competence, provided they were not created by the members of the body for the purposes of the evaluation; and (2) materials used in deliberations about employment or appointment of individuals, including applications and supporting materials; provided, however, that any resume submitted by an applicant shall not be exempt.

(f) The minutes of any executive session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, may be withheld from disclosure to the public in their entirety under subclause (a) of clause Twenty-sixth of section 7 of chapter 4, as long as publication may defeat the lawful purposes of the executive session, but no longer; provided, however, that the executive session was held in compliance with section 21.

When the purpose for which a valid executive session was held has been served, the minutes, preparatory materials and documents and exhibits of the session shall be disclosed unless the attorney client privilege or 1 or more of the exemptions under said clause Twenty-sixth of said section 7 of said chapter 4 apply to withhold these records, or any portion thereof, from disclosure.

For purposes of this subsection, if an executive session is held pursuant to clause (2) or (3) of subsections (a) of section 21, then the minutes, preparatory materials and documents and exhibits used at the session may be withheld from disclosure to the public in their entirety, unless and until such time as a litigating, negotiating or bargaining position is no longer jeopardized by such disclosure, at which time they shall be disclosed unless the attorney-client privilege or 1 or more of the exemptions under said clause Twenty-sixth of said section 7 of said chapter 4 apply to withhold these records, or any portion thereof, from disclosure.

(g)(1) The public body, or its chair or designee, shall, at reasonable intervals, review the minutes of executive sessions to determine if the provisions of this subsection warrant continued non-disclosure. Such determination shall be announced at the body's next meeting and such announcement shall be included in the minutes of that meeting.

(2) Upon request by any person to inspect or copy the minutes of an executive session or any portion thereof, the body shall respond to the request within 10 days following receipt and shall



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release any such minutes not covered by an exemption under subsection (f); provided, however, that if the body has not performed a review pursuant to paragraph (1), the public body shall perform the review and release the nonexempt minutes, or any portion thereof, not later than the body's next meeting or 30 days, whichever first occurs. A public body shall not assess a fee for the time spent in its review.

**Section 23. [Enforcement of Open Meeting Law; Complaints; Hearings; Civil Actions]**

(a) Subject to appropriation, the attorney general shall interpret and enforce the open meeting law.

(b) At least 30 days prior to the filing of a complaint with the attorney general, the complainant shall file a written complaint with the public body, setting forth the circumstances which constitute the alleged violation and giving the body an opportunity to remedy the alleged violation; provided, however, that such complaint shall be filed within 30 days of the date of the alleged violation. The public body shall, within 14 business days of receipt of a complaint, send a copy of the complaint to the attorney general and notify the attorney general of any remedial action taken. Any remedial action taken by the public body in response to a complaint under this subsection shall not be admissible as evidence against the public body that a violation occurred in any later administrative or judicial proceeding relating to such alleged violation. The attorney general may authorize an extension of time to the public body for the purpose of taking remedial action upon the written request of the public body and a showing of good cause to grant the extension.

(c) Upon the receipt of a complaint by any person, the attorney general shall determine, in a timely manner, whether there has been a violation of the open meeting law. The attorney general may, and before imposing any civil penalty on a public body shall, hold a hearing on any such complaint. Following a determination that a violation has occurred, the attorney general shall determine whether the public body, 1 or more of the members, or both, are responsible and whether the violation was intentional or unintentional. Upon the finding of a violation, the attorney general may issue an order to:

- (1) compel immediate and future compliance with the open meeting law;
- (2) compel attendance at a training session authorized by the attorney general;
- (3) nullify in whole or in part any action taken at the meeting;
- (4) impose a civil penalty upon the public body of not more than \$1,000 for each intentional violation;
- (5) reinstate an employee without loss of compensation, seniority, tenure or other benefits;
- (6) compel that minutes, records or other materials be made public; or
- (7) prescribe other appropriate action.



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(d) A public body or any member of a body aggrieved by any order issued pursuant to this section may, notwithstanding any general or special law to the contrary, obtain judicial review of the order only through an action in superior court seeking relief in the nature of certiorari; provided, however, that notwithstanding section 4 of chapter 249, any such action shall be commenced in superior court within 21 days of receipt of the order. Any order issued under this section shall be stayed pending judicial review; provided, however, that if the order nullifies an action of the public body, the body shall not implement such action pending judicial review.

(e) If any public body or member thereof shall fail to comply with the requirements set forth in any order issued by the attorney general, or shall fail to pay any civil penalty imposed within 21 days of the date of issuance of such order or within 30 days following the decision of the superior court if judicial review of such order has been timely sought, the attorney general may file an action to compel compliance. Such action shall be filed in Suffolk superior court with respect to state public bodies and, with respect to all other public bodies, in the superior court in any county in which the public body acts or meets. If such body or member has not timely sought judicial review of the order, such order shall not be open to review in an action to compel compliance.

(f) As an alternative to the procedure in subsection (b), the attorney general or 3 or more registered voters may initiate a civil action to enforce the open meeting law.

Any action under this subsection shall be filed in Suffolk superior court with respect to state public bodies and, with respect to all other public bodies, in the superior court in any county in which the public body acts or meets.

In any action filed pursuant to this subsection, in addition to all other remedies available to the superior court, in law or in equity, the court shall have all of the remedies set forth in subsection (c).

In any action filed under this subsection, the order of notice on the complaint shall be returnable not later than 10 days after the filing and the complaint shall be heard and determined on the return day or on such day as the court shall fix, having regard to the speediest possible determination of the cause consistent with the rights of the parties; provided, however, that orders may be issued at any time on or after the filing of the complaint without notice when such order is necessary to fulfill the purposes of the open meeting law. In the hearing of any action under this subsection, the burden shall be on the respondent to show by a preponderance of the evidence that the action complained of in such complaint was in accordance with and authorized by the open meeting law; provided, however, that no civil penalty may be imposed on an individual absent proof that the action complained of violated the open meeting law.

(g) It shall be a defense to the imposition of a penalty that the public body, after full disclosure, acted in good faith compliance with the advice of the public body's legal counsel.



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(h) Payment of civil penalties under this section paid to or received by the attorney general shall be paid into the general fund of the commonwealth.

**Section 24. [Investigation by Attorney General of Violations of Open Meeting Law]**

(a) Whenever the attorney general has reasonable cause to believe that a person, including any public body and any other state, regional, county, municipal or other governmental official or entity, has violated the open meeting law, the attorney general may conduct an investigation to ascertain whether in fact such person has violated the open meeting law. Upon notification of an investigation, any person, public body or any other state, regional, county, municipal or other governmental official or entity who is the subject of an investigation, shall make all information necessary to conduct such investigation available to the attorney general. In the event that the person, public body or any other state, regional, county, municipal or other governmental official or entity being investigated does not voluntarily provide relevant information to the attorney general within 30 days of receiving notice of the investigation, the attorney general may: (1) take testimony under oath concerning such alleged violation of the open meeting law; (2) examine or cause to be examined any documentary material of whatever nature relevant to such alleged violation of the open meeting law; and (3) require attendance during such examination of documentary material of any person having knowledge of the documentary material and take testimony under oath or acknowledgment in respect of any such documentary material. Such testimony and examination shall take place in the county where such person resides or has a place of business or, if the parties consent or such person is a nonresident or has no place of business within the commonwealth, in Suffolk county.

(b) Notice of the time, place and cause of such taking of testimony, examination or attendance shall be given by the attorney general at least 10 days prior to the date of such taking of testimony or examination.

(c) Service of any such notice may be made by: (1) delivering a duly-executed copy to the person to be served or to a partner or to any officer or agent authorized by appointment or by law to receive service of process on behalf of such person; (2) delivering a duly-executed copy to the principal place of business in the commonwealth of the person to be served; or (3) mailing by registered or certified mail a duly-executed copy addressed to the person to be served at the principal place of business in the commonwealth or, if said person has no place of business in the commonwealth, to his principal office or place of business.

(d) Each such notice shall: (1) state the time and place for the taking of testimony or the examination and the name and address of each person to be examined, if known and, if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs; (2) state the statute and section thereof, the alleged violation of which is under investigation and the general subject matter of the investigation; (3) describe the class or classes of documentary material to be produced thereunder with reasonable specificity, so as fairly to



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indicate the material demanded; (4) prescribe a return date within which the documentary material is to be produced; and (5) identify the members of the attorney general's staff to whom such documentary material is to be made available for inspection and copying.

(e) No such notice shall contain any requirement which would be unreasonable or improper if contained in a subpoena duces tecum issued by a court of the commonwealth or require the disclosure of any documentary material which would be privileged, or which for any other reason would not be required by a subpoena duces tecum issued by a court of the commonwealth.

(f) Any documentary material or other information produced by any person pursuant to this section shall not, unless otherwise ordered by a court of the commonwealth for good cause shown, be disclosed to any person other than the authorized agent or representative of the attorney general, unless with the consent of the person producing the same; provided, however, that such material or information may be disclosed by the attorney general in court pleadings or other papers filed in court.

(g) At any time prior to the date specified in the notice, or within 21 days after the notice has been served, whichever period is shorter, the court may, upon motion for good cause shown, extend such reporting date or modify or set aside such demand or grant a protective order in accordance with the standards set forth in Rule 26(c) of the Massachusetts Rules of Civil Procedure. The motion may be filed in the superior court of the county in which the person served resides or has his usual place of business or in Suffolk county. This section shall not be applicable to any criminal proceeding nor shall information obtained under the authority of this section be admissible in evidence in any criminal prosecution for substantially identical transactions.

**Section 25. [REGULATIONS, LETTER RULINGS, ADVISORY OPINIONS]**

(a) The attorney general shall have the authority to promulgate rules and regulations to carry out enforcement of the open meeting law.

(b) The attorney general shall have the authority to interpret the open meeting law and to issue written letter rulings or advisory opinions according to rules established under this section.



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## **PUBLIC RECORDS LAW**

**(MGL c. 4, §7 and MGL c. 66, §10 )**

### **SUMMARY**

The Public Records Law provides that virtually all data made or received by a governmental entity is open to public inspection unless specifically exempted. All minutes, reports, correspondence, or other documents whether paper or electronic are public records and must be disclosed upon a proper request. Response to a Public Records request must be completed within 10 (ten) days either by producing the records or giving a specific reason why such request falls within an exemption.



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**POLICY STATEMENT**  
**ACCESS TO TOWN COUNSEL**

#11-02  
 Replaces #88-02, 89-08  
 & 05-02

Requests for opinion and/or use of services of Town Counsel shall first be initiated by a vote of the majority of a Town board, committee or commission or by a department head. The chair of the board, committee or commission shall then forward such request to the Board of Selectmen together with the purpose of such services, and shall also provide the minutes of the meeting when the vote was taken. Any Town department head who requests for an opinion and/or use of services of Town Counsel shall forward such requests to the Town Administrator, along with the (purpose) reason for (of) such request (services). If the Town Administrator agrees that the purpose is appropriate (and proper), he/she will forward the request (carry the request forward) in writing to Town Counsel. The Town Administrator shall notify the Board of Selectmen by confidential memo or in an executive session of such requests, when appropriate, and in compliance with the Open Meeting Law. This policy shall not pertain to the Board of Selectmen as it has the right to access Counsel either individually or collectively for Board of Selectmen business.

Requests for the initiation of litigation or in defense of litigation shall require the approval of the Board of Selectmen or by the chair of the Board of Selectmen in instances requiring expeditious action by the Town.

The Board of Selectmen shall approve or deny the requests of any board, committee or commission. In the event the Town Administrator should deny the request for Town Counsel services, he or she will place in writing, the reason(s) and forward this to the department head and to the Board of Selectmen. An appeal of the decision of the Town Administrator may be done so to the Board of Selectmen.

Written inquiries to and opinions from Town Counsel by a board, committee or commission, the Town Administrator or a department head shall be filed with the Selectmen and the Town Clerk, except in matters involving litigation of prospective litigation, which shall be marked "confidential".

The Board of Selectmen shall approve itemized bills for Town Counsel services before making payment.

This policy shall not conflict with Town officers entrusted to uphold and enforce the Massachusetts General Laws including, but not limited to the health agent, police, animal control officer, planning director, conservation agent, and the building inspector.

This policy shall take effect immediately.

Date Adopted: April 16, 2013

**WAREHAM BOARD OF SELECTMEN**

Peter W. Teitelbaum, Chairman

Alan H. Slavin, Clerk

Stephen M. Holmes

Patrick G. Tropeano

Judith Whiteside





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## **DISCRIMINATORY HARASSMENT POLICY**

### **I. Introduction**

It is the goal of the Town of Wareham to promote a workplace that is free of discriminatory harassment ("Harassment") of any type, including sexual harassment. Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as gender, race, color, national origin, ancestry, ethnicity, religion, age, disability, genetic information, gender identity, sexual orientation, military or veteran status, pregnancy and pregnancy related conditions or participation in discrimination-complaint-related activities. The Town of Wareham will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive work environment.

The Town of Wareham prohibits any conduct towards its employees that could be Harassment, to the extent that conduct occurs in the workplace, in connection with work-related travel, and/or at work-sponsored events. Further, the Town of Wareham prohibits retaliation against any individual who reported or complained about Harassment or assisted or cooperated with an investigation of potential Harassment.

Because the Town of Wareham takes allegations of Harassment and retaliation seriously, we will respond promptly to reports and complaints of workplace Harassment or retaliation. Where it is determined that inappropriate conduct has occurred, we will act promptly in a manner that is designed to eliminate the conduct, including corrective and/or disciplinary action as the Town of Wareham determines is appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of Harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment. This means that the Town of Wareham will take responsive action, including corrective or disciplinary action, where there is conduct that could contribute to Harassment in the workplace, without regard to whether the conduct rises to the level of "unlawful harassment."



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## **II. Definitions**

### **Sexual Harassment**

In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment is prohibited.

The definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether intended or not, that has the effect of creating a work environment that is hostile, offensive, intimidating or humiliating to either male or female workers could rise to the level of unlawful harassment and is therefore prohibited.

### **Hostile Work Environment**

The legal definition of harassment other than sexual harassment is conduct based on a legally-protected category that has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or offensive work environment.

For purposes of this policy, "Harassing Conduct" means any conduct, whether verbal or physical, that is sexual in nature or based on a characteristic protected by law, without regard to the welcomeness, severity or pervasiveness of the conduct. In order to maintain an environment free of Harassment, the Town of Wareham prohibits Harassing Conduct in any work-related context. While it is not possible to list all those circumstances that may constitute Harassment,



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the following are some examples of prohibited conduct; in particular contexts, this conduct could rise to the level of unlawful harassment:

- Display or circulation of written materials or pictures that are sexual or degrading based on a legally-protected category.
- Verbal abuse, slurs, derogatory comments, or insults about a legally-protected category
- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcoming leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about Harassment, and retaliation against individuals for cooperating with an investigation of a report of possible Harassment is prohibited and will be investigated and addressed.

### **III. Reporting Procedures**

All employees, managers, and supervisors of the Town of Wareham share responsibility for avoiding, discouraging and reporting any form of Harassing Conduct and/or Harassment. The primary responsibility for ensuring proper investigation and resolution of harassment complaints rests with the Town of Wareham's EEO or Civil Rights officer or his/her designee, who will administer the policy and procedures described herein.

If any of our employees have observed or been subject to conduct that could be Harassing Conduct, the employee has the right to file a report with our organization. This may be done in writing or orally. In addition, residents, visitors, applicants, vendors, contractors, their agents and employees, or other third parties who believe they have been subjected to Harassing Conduct or Harassment by a Town employee may file a report with our organization using the procedures described herein. Furthermore, employees may also file a complaint if they have been observed or been subject to Harassing Conduct or Harassment by residents, visitors, applicants, vendors, contractors, their agents and employees, or any other third parties in the workplace, while performing work-related duties, or during other work-related activities.



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Prompt reporting of Harassing Conduct is in the best interest of our organization and is essential to a fair, timely, and thorough investigation. Accordingly, reports should be filed as soon as possible following the incident(s) at issue. If you would like to file a report you may do so by contacting Derek D. Sullivan, Town Administrator, Memorial Town Hall, 54 Marion Road, Wareham, MA 02571, telephone number (508) 291-3100 x 3110 or Dorene M. Allen-England, Esq., Assistant Town Administrator/HR Director, Memorial Town Hall, 54 Marion Road, Wareham, MA 02571, telephone number (508)291-3100 x 3119. These individuals also are available to discuss any questions or concerns you may have and to provide information to you about our policy on harassment and our complaint process.

#### **IV. Investigation**

When we receive a report, we promptly investigate the issues in a fair and expeditious manner to determine whether there has been a violation of our policy. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will usually include private interviews with the person filing the report and with witnesses whose information would be helpful to a determination of what happened. We will usually interview the person alleged to have violated the policy. Everyone is required to cooperate with all aspects of an investigation. When we have completed our investigation, we will, to the extent appropriate, inform the reporter and the person alleged to have violated the policy of the outcome and, if appropriate, the responsive action, while maintaining privacy as appropriate on the details of specific employee information.

Notwithstanding any provision of this policy, we reserve the right to investigate and take action on our own initiative in response to behavior or conduct which may violate this policy, regardless of whether an actual report or complaint is made.



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## **V. Disciplinary Action**

If after an investigation, the Town determines that one of our employees has violated this policy, we will take responsive action as we deem appropriate under the circumstances. Such action may range from counseling or training to corrective or disciplinary action, which may include termination from employment.

## **VI. State and Federal Remedies**

In addition to the above, if you believe you have been subjected to sexual or other discriminatory harassment or retaliation, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies requires that claims be filed within 300 days from the alleged incident or when the complainant became aware of the incident.

The United States Equal Employment Opportunity Commission ("EEOC")  
 One Congress Street, 10th Floor  
 Boston, MA 02114  
 (617) 565-3200

The Massachusetts Commission Against Discrimination ("MCAD")  
 Boston Office:  
 One Ashburton Place, Room 601  
 Boston, MA 02108  
 (617) 727-3900

Springfield Office:  
 424 Dwight Street, Room 220  
 Springfield, MA 01103  
 (413) 739-2145

Worcester Office:  
 22 Front Street, 5th Floor  
 P.O. Box 8038  
 Worcester, MA 01641  
 (508) 799-6379

Revised Policy September 23, 2020



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## **SOCIAL MEDIA POLICY**

### **Purpose and Applicability**

The way in which people can communicate continues to evolve due to the rise of internet based communication tools. The Town of Wareham (The Selectmen of the Town of Wareham) recognizes the many new opportunities for communication created by these tools to communicate official information to the public, and wishes to encourage the responsible use of official Town of Wareham social media channels of communication. Use of these tools creates new responsibilities for Town employees, boards and commissions. The purpose of this policy is to provide guidance to clarify the boundaries between appropriate and inappropriate use of official Town of Wareham sponsored social media. Nothing in this policy is intended to restrict an individual's right to discuss, as a private citizen, matters of public concern on non-official social media sites, nor to restrict his right to engage in concerted activity with co-workers.

This Social Media Policy describes guidelines and requirements for Wareham employees and agents when using Town of Wareham official social media as defined below.

### **Definitions**

Social Media is:

- Any Town of Wareham related Domain website
- Social networking websites (e.g. Myspace, Facebook, Twitter, Gather.com, Yahoo! Groups, LinkedIn)
- Multimedia sharing websites (e.g. Flickr, YouTube, Vimeo, Picassa)
- Blogs (e.g. Blogger, WordPress, Moveable Type, TypePad.)
- Wikis (e.g. Wikipedia, PBwiki, Wikispaces)
- Forums and discussion boards (e.g. Google Groups, Yahoo! Groups)
- Personally managed websites, blogs etc.
- O-line polls and surveys (e.g. Doodle, Survey Monkey)
- Any other internet accessible site on which an individual user can post text, media etc.

### **Policy Guidance**

1. Before making any posting on any site, official or unofficial, that identifies you as an employee or agent of the Town of Wareham, or that refers to the Town or any of its entities, consider whether you risk damaging the Town's reputation, legal obligations, contract negotiations or personnel issue, or that of any of its entities. Please be aware that



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the Conflict of Interest Laws place limitations on your use of official information that confers unwarranted advantages upon you, your immediate family, or those who might benefit from “inside” information. Accordingly, your social media must not disclose any information that is confidential or proprietary, the subject of any active litigation, labor negotiations, or personnel issues.

2. If you post, you must do so in a way that is not defamatory. Defamatory statements that you make are your own responsibility, and the Town of Wareham will not defend you from the consequences of your personal actions.

### **Official Use of Social Media**

1. Representation of the Town of Wareham or any of its employees, agents or affiliates may only be initiated or authorized by the director of information technology, the Town Administrator, or their designees.
2. You may not misrepresent any site as a Town of Wareham official social media site. Use of name and Town Seal, are prohibited unless approved by the Town Administrator or his designee. Misuse of the Town Seal is a criminal act punishable pursuant to MGL c. 268, s. 35. Any use where an employee or agent of the Town speaks representing the Town must be approved through the official chain of command, with prior permission granted.

### **Sanctions**

Failure to comply with this policy may lead to violations of law and disciplinary action where appropriate.

This policy shall take effect immediately.

BOARD OF SELECTMEN

Adopted: October 15, 2013

Peter W. Teitelbaum, Chairman

Alan H. Slavin, Clerk

Stephen M. Holmes

Patrick G. Tropeano

Judith Whiteside



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## **POLICY STATEMENT INTERNET USAGE**

### **ELECTRONIC MAIL AND INTERNET REGULATIONS**

Electronic Mail, Internet access, and other electronic media and equipment are business tools that are provided by the Town of Wareham to its employees in order to facilitate the conducting of the Town's business in a timely and efficient manner. To help ensure that these tools are used appropriately, the Town has developed the following acceptable use regulations. These regulations address access, use and disclosure of electronic mail and internet messages and material created, sent or received by Town employees using the Town's systems. The Town intends to honor the regulations set forth below, but reserves the right to change them at any time as may be required under the circumstances.

We expect you to use your Internet access primarily for business-related purposes, i.e., to communicate with other agencies and vendors, to research relevant topics and obtain useful business information (except as outlined below). We insist that you conduct yourself honestly and appropriately on the internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. All existing policies apply to your conduct on the internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of Town resources, sexual harassment, information and data security, and confidentiality.

Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work, consumes supplies, and ties up printers and other shared resources. Unlawful Internet usage will create negative publicity for the Town and exposes the Town to significant legal liabilities.

While Internet access offers the many potential benefits, it also opens the door to potential security risks to the Town's data and systems. Security concerns may mean that some machines with sensitive data or applications may be prevented from connecting to the Internet completely. It may also mean that some users may be prevented from using some Internet features such as file transfers. The overriding principle must be one of security, and security should be the concern of every user. Employees will be held accountable for any breach of confidentiality or security.





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## DETAILED INTERNET POLICY PROVISIONS

### A. GENERAL

1. The Town of Wareham maintains electronic mail and Internet access systems to provide assistance in the conduct of business within the Town.
2. The Town has software and systems in place that monitor and record all Internet usage. Our security systems are capable of recording (for each and every user) each web site visit, each chat, newsgroup or e-mail message, and each file transfer into and out of our internal networks, and reserves the right to do so at any time. No employee should have any expectation of privacy as to his or her Internet usage. The Town will review Internet activity and analyze usage patterns and will take appropriate action to assure that Town Internet resources are devoted to maintaining the highest levels of productivity.
3. The Town reserves the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy.
4. The display of any kind of sexually explicit image or document on any Town system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.
5. The Town uses independently supplied software and data to identify inappropriate or sexually explicit Internet sites. We may block access from within our networks to all such sites that we know of. If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.
6. This Town's internet facilities and computing resources must not be used to violate the laws and regulations of the United States or the laws and regulations of any state, city, or other local jurisdiction in any way. Use of any Town resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity.
7. Any software or files downloaded via the Internet into the Town network become the property of the Town of Wareham. Any such files or software may be used only in ways that are consistent with their licenses or copyrights. Employees must



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have written authorization from data processing prior to software downloads.

8. No employee may use Town facilities to download or distribute pirated software or data.
9. No employee may use the town's Internet access to propagate any virus, worm, or trapdoor program code.
10. No employee may use the Town's Internet facilities to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
11. Each employee using the Internet facilities of the Town shall identify himself or herself honestly, accurately and completely (including one's Town affiliation and function where requested) when setting up accounts on outside computer systems.
12. The Town retains the copyright to any material posted to any forum, newsgroup, chat or worldwide web page by any employee in the course of his or her duties.
13. Chats, newsgroups or other public forums are not permitted.
14. Use of Town Internet access facilities to commit infractions such as misuse of the Town's assets or resources, sexual harassment, and misappropriation of intellectual property is also prohibited by general Town policy. Employees are to use the Town's electronic mail and Internet access systems in a manner that is consistent with all other policies and regulations.
15. Because a wide variety of material may be considered offensive by fellow employees, taxpayers or contracted personnel, it is a violation of Town policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the Town's business activities.
16. Employees may use their Internet facilities for non-business research or browsing outside of work hours (with authorization of the department head), provided that all other usage policies are adhered to. Lunchtime or other breaks are not considered outside of work hours.



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17. Employees with Internet access must take particular care to understand the copyright, trademark, libel, slander and public speech control laws, so that use of the Internet does not inadvertently violate any laws that might be enforceable against the Town.
18. Employees with Internet access may not use Town-owned facilities to download entertainment software or games, or to play games against opponents over the Internet.
19. Employees with Internet access may not use Town-owned facilities to download images or videos unless there is an express business-related use for the material.
20. Employees with Internet access may not upload any software licensed to the Town or data owned or licensed by the Town without the express authorization of the manager responsible for the software or data.

## **B. TECHNICAL**

1. User ID and passwords help maintain individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource from the Town is required to keep that password confidential. Town policy prohibits the sharing of user ID or passwords obtained for access to Internet sites.
2. Employees should schedule communications-intensive operations such as large file transfers, video downloads, mass e-mailings and the like for off-peak times.
3. Any file that is downloaded must be scanned for viruses before it is run or accessed.



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### C. SECURITY

1. The Town has installed an Internet firewall to assure the safety and security of the Town's networks. Any employee who attempts to disable, defeat or circumvent any Town security facility will be subject to immediate dismissal.
  - a. Files containing sensitive Town data, as defined by existing Town data security policies that are transferred in any way across the Internet will be encrypted.
  - b. Only those Internet services and functions with documented business purposes for the Town will be enabled at the Internet firewall.



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## SAMPLE MEETING NOTICE

(COMMITTEE LETTERHEAD)

NOTICE OF MEETING

BOARD/COMMITTEE \_\_\_\_\_

LOCATION \_\_\_\_\_

DATE \_\_\_\_\_

TIME \_\_\_\_\_

The items reasonably expected to be discussed are as follows:

- 1.
- 2.
- 3.
- 4.

ADDITIONAL ITEMS AS NEEDED

\_\_\_\_\_  
Authorized Signature

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**SAMPLE LETTER OF RESIGNATION**

TO THE TOWN OF WAREHAM

Mail To:  
Town Clerk  
54 Marion Road  
Wareham, MA 02571

\_\_\_\_\_  
Today's Date

Dear Town Clerk:

I, \_\_\_\_\_ hereby resign from my position from the  
Board/Committee known as \_\_\_\_\_  
(Please print name of committee here)

effective as of \_\_\_\_\_

My reason for this resignation is (please state reason for resignation -for instance, relocation,  
personal or other - and any additional comments you wish to add.)

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

Sincerely,

\_\_\_\_\_  
Your signature



**Guide to Warrant Articles and Motions**  
**For**  
**Town Departments**

Town Moderator, Claire L. Smith

9/2012

## Guide to Warrant Articles and Motions

### Warrant Article

Basically a warrant article is an item on a town meeting warrant which represents an “agenda item”. The warrant is intended to notify the voters of the nature of the business that is proposed for town meeting to act upon. It is the resolution that the meeting votes to adopt or reject as its action on that item.

A warrant article sets the general bounds or “scope” of the action you want town meeting to take. Depending on the purpose of the article, the amount of detail that is necessary varies. For example, if you want to purchase a piece of office equipment all that you may need to say is:

“to purchase four (4) fire-proof file cabinets”.

On the other hand if you are amending a zoning by-law and zoning map you must specify metes and bounds, map and lot numbers, nearest street, locus, existing zoning and proposed zoning, cite the section of the by-law as it appears in the town code book, and possibly provide a map.

How much you include in a warrant article determines the latitude which Town Meeting may amend your request either in the main motion-recommendation that is brought to the floor or in an amendment to the main motion.

*Remember, the more specific details included in a WARRANT ARTICLE, the less latitude Town Meeting has to modify your request in the MAIN MOTION. Try to avoid using an exact dollar amount in an article, unless it is an unpaid bill.*

### Anatomy of a Warrant Article

Every warrant article has to provide substantive information to allow it to work its way through the legislative process, to receive funding, and approval, if required, from either Bond Counsel, the Dept. of Revenue and/or the Attorney General.

**The Identifier:** Article #\_\_\_\_

**Title:** File Cabinets for Town Collector

**The Preface Clause:** “To see if the Town will vote to raise and appropriate, transfer or borrow a sufficient sum of money...”

**The Proposition Clause:** “to purchase four (4) fire-proof file cabinets for the Town Collector’s office”....

**Authorization to Modify Proposition:** “or take any other action relative thereto”.

**Reference Information:** Petitioner: Board of Selectmen, at the request of the Town Treasurer, estimated cost \$15,000



## **Motion**

A motion is the specific details of the action to be voted by the Town Meeting. The motion may be brought to the floor by a town official recognized by the Moderator or by the proponent if the warrant article is inserted into the warrant by a petitioner. The motion is precise. For example, using the file cabinet sample, "I move that the Town vote to purchase four (4) fire-proof file cabinets for the Collector's office, and to meet this appropriation the sum of \$15,000 be transferred from Free Cash."

Generally, the wording of the motion is in the printed recommendations in the Finance Committee Report. The motion made on the floor may or may not be identical to what is printed in the FinCom report.

## **Drafting a Main Motion for an Article**

How and when does an article become a main motion? Generally the main motion is what is voted. After the Finance Committee has listened to the presentation by the Town Administrator, the department head or petitioner, deliberated on the merits of the request and weighs the various alternatives to funding it, if the Finance Committee has an opinion of the article, it will take a vote which will become its recommendation published in the advisory report, often called the Finance Committee Report. The recommendation/motion is generally printed with the warrant article. A Finance Committee may also make comments, give an explanation or report on how it made its decision, and this will become the basis of the main motion. Lets' take our file cabinet example.

During the deliberations by the Finance Committee, it was determined that the estimated cost was based upon 10x12 letter size rather than 11x15 legal size drawers and that there were stricter requirements issued by the State that will increase the cost, which will require the Town to borrow rather than transfer funds from free cash, and that there is only room for 3 file cabinets in the office.

Here is how the article would be morphed into a motion:

## **Anatomy of a Motion:**

**The Preface clause from the warrant article** becomes the **Authorization Clause in the motion** by stating the limit of the appropriation: "That the Town raise and appropriates the sum of \$24,000...."

**The Proposition clause from the warrant article** becomes the **Directive clause in the motion**, setting the limits for which the money can be spent: "for the purchase of three (3) five-drawer Class AA fire-proof, locking legal file cabinets for the Treasurer's office....."

**The Funding clause** grants the manner in which the funds are secured and *where the funding is going to come from*: "and further to meet this appropriation the Town Treasurer with the approval of the Board of Selectmen is authorized to borrow the sum of \$24,000 under the provisions of Chapter 44, Sec. [...] and Section [...] or any other enabling authority."

### **Scope**

The Moderator will examine whether a main motion keeps within the scope of the article. The motion must spell out the details, or enough to be unambiguous as to the intent of the warrant article. There is a limit to how liberal a Moderator can interpret a motion. Does the motion propose an action which can reasonably be inferred from the warrant article?

Generally, as in the example of the file cabinets, it is always prudent to not stretch the motion to include more than what was asked for. In the example of the file cabinets, because the dollar amount was a footnote, not included in the text of the article, the motion can appropriate more money than was suggested.

If the warrant article had stated that the cost “shall not exceed \$15,000”, then it would be outside of the scope if the motion included “to raise and appropriate \$25,000 to purchase four file cabinets and the Moderator could rule the motion out of order.

The number of file cabinets requested in the article was four (4), so it does not give license to consider 5 cabinets. Five cabinets would have been outside the scope of the warrant article.

Had not borrowing been requested in the “Preface clause” of the warrant article, bond counsel would have refused to allow borrowing for two basic reasons: 1.) Borrowing encumbers the use of future town funds and (2.) the voters had not been adequately warned that they would be asked to obligate the Town to borrow.

### **Zoning, By-Law and Charter Changes**

Zoning, By-law and Charter changes are reviewed by the Attorney General's office. The attorney General will check to make sure that procedural policies were followed in order to make these changes to zoning, by-laws or the charter. *Proper procedure with these types of warrant articles may require a published notice be posted in a local newspaper and/or a public hearing held prior to town meeting. Please be sure to follow proper procedure or your warrant article will not be approved by the Attorney General's office.*

Scope also becomes one of the issues scrutinized, to make sure that the motion and action taken at town meeting fall within the scope of the article as presented in the warrant.

## Town Meeting Warrant Article

### **Warrant Article:**

\*Examples of warrant articles can be found in Town Reports

Identifier: (to be determined by office)    Article # \_\_\_\_\_

Title: \_\_\_\_\_

### **Warrant Article:**

### **Motion:**

### **Explanation:**

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Reference Information:

Article Inserted by Board of Selectmen at the request of: \_\_\_\_\_