

BOARD & COMMITTEE HANDBOOK



Town of Dighton

Office of the Board of Selectmen

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Dighton, MA 02715

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1.0 INTRODUCTION

1.1 Purpose

Citizens serve on boards, commissions, and committees because they have a love for their community and want to improve the quality of life in their town or city. The purpose of this handbook is to provide guidance to the many appointed boards, commissions, and committees of the Town of Dighton. It provides brief descriptions of meeting procedures, details about important state statutes, such as the Open Meeting Law, the Conflict of Interest Law, and the Public Records Law.

1.2 Additional Publications

All committee members should read and familiarize themselves with the Annual Town Report and the General Town Bylaws available on the Town of Dighton website here: https://www.dighton-ma.gov/i_want_to/learn_about.php. In addition, all committee members should review each set of laws or bylaws that pertain to a certain board, commission, or committee.

2.0 COMMITTEE FORMATION & MEMBERSHIP

2.1 Committee Formation

The Board of Selectmen is the appointing authority for the majority of boards and committees, with the exception of the Finance Committee, who is appointed by the Town Moderator, and the Capital Outlay Committee, whose composition and appointments are outlined in the General Town Bylaws. State statutes outline the powers and duties of many boards. In addition, the General Town Bylaws further define the work of some boards, such as the Agricultural Commission. Town Meeting may request the formation of a committee by approving an article for that purpose. The appointing authority prepares the charge and receives the reports and recommendations of the committee. If appropriate, the committee may also report at a Town Meeting.

2.2 Committee Application Procedure

Notices about vacancies on boards, commissions, and committees are generally published on the Town of Dighton website under Employment & Volunteer Opportunities here: https://www.dighton-ma.gov/government/job_vacancies.php. Candidates seeking appointment to a particular committee are asked to fill out an

electronic Town of Dighton Volunteer Form or may complete a paper form by downloading a copy on the Employment & Volunteer Opportunities webpage. If completed electronically, the form is automatically submitted to the Office of the Board of Selectmen. However, if completed on paper, the submitted form should be submitted one of several ways: emailed to boardofselectmen@dighton-ma.gov, returned in person to the Office of the Board of Selectmen, or mailed to Office of the Board of Selectmen, Town Hall, 979 Somerset Avenue, Dighton, MA 02715. The completed form will be forwarded to the appropriate committee for review. Once reviewed, the appropriate board, committee, or commission will inform the Board of Selectmen of their recommendation for appointment.

2.3 Committee Appointment

The goal of the appointing authorities is to appoint qualified and interested Dighton residents who are broadly representative of the Town. The appointing authorities carefully consider applications and recommendations/suggestions from many resources, including but not limited to the committee to which a candidate is seeking appointment, letters of interest, verbal expression of interest, recommendations by the Town Administrator, etc.

Once appointed, the appointee receives written notification of appointment from the Office of the Board of Selectmen, including a Certificate of Appointment. Each appointee must be sworn in by the Town Clerk or Assistant Town Clerk prior to attending a committee meeting as an official member. The Town Clerk provides committee members with information about the Open Meeting Law (M.G.L. Chapter 39), as the statute requires. In addition, the appointee is giving information pertaining to the standards of conduct as outlined in the Conflict of Interest Law (M.G.L. Chapter 268A) as well as the Town of Dighton Policies & Procedures manual.

2.4 Committee Orientation

New members to a committee, commission, or board should be informed about the committee's specific role, powers and duties, and rules and regulations, and any issues frequently encountered by the board or committee. Such information can be provided by the committee's Chairperson, other members, and staff or personnel. The Board of Selectmen encourages committee Chairs to orient new members to committee functions and compliance with the statutes noted above.

2.5 Conflict of Interest Law (M.G.L. Chapter 268A)

2.5.1 Purpose

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

The law restricts what a public employee may do:

1. On the job;
2. After hours;
3. After leaving public service.

2.5.2 Provisions

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

1. Immediate family, which includes the employee and his/her spouse, and their parents, children, brothers, and sisters. Cousins, nephews, aunts, uncles, etc. are not considered immediate family members. Also, under the definition of immediate family, some brothers-in-law and sisters-in-law are immediate family, others are not. For example, if your brother-in-law is your spouse's brother, then he is considered immediate family; however, if he is your sister's husband, then he is not considered immediate family for the purposes of the Conflict of Interest law.
2. Partner or business associates.
3. A business organization in which the committee member serves as an officer, director, trustee, partner, or employee (including a non-profit organization).
4. Any person or organization with whom the committee member is negotiating or has any arrangement concerning prospective employment.

If board, committee, or commission members have a conflict of interest or an appearance of a conflict in any matter before the board or committee, they should not participate in any pertinent discussion or votes concerning such matter(s). The law

provides for the legal determination of conflict of interest status for any employee submitting a request to the appointing authority or the Massachusetts State Ethics Commission. Disclosure of an Appearance of a Conflict of Interest forms may be obtained from and filed with the Office of the Town Clerk as well as the Massachusetts State Ethics Commission.

The law also provides for continued service in certain circumstances if full disclosure is made or a special exemption is granted by the Board of Selectmen. If committee members have any questions about their activities, they should contact the Massachusetts State Ethics Commission at their website (<https://www.mass.gov/orgs/state-ethics-commission>) or by calling the Attorney of the Day at (617) 371-9500. Advice is confidential and the attorney will call you back within 1 to 2 business days. A committee member may also request written advice. They will receive a written response within 30 days.

Note: “Municipal employee” refers to anyone holding any office, position, employment, or membership in any municipal agency. Unpaid members of local town boards, committees, and commissions are municipal employees as are private citizens serving on a special advisory committee.

2.6 Reappointment

Reappointments are based on an evaluation by the appointing authority of the citizen’s contribution to the committee, the desirability of widespread involvement, and the changing needs of the committee and the Town. The appointing authorities carefully review requests for reappointment and consider all sources of information as described in Section 2.3. There is no fixed limit on length of service, except as described in the General Town Bylaws. In cases where special training or expertise is required, longer periods of service may be appropriate.

Per Article XXVI of the General Town Bylaws, any committee member that attends less than 60% of that committee’s regular meetings shall be deemed to have vacated that office and may be replaced by the appointing authority. The following valid exclusions apply: valid medical, military, and personal circumstances subject to review by the appointing authority. A committee member is under no obligation to accept reappointment nor is the appointing authority obligated to offer appointment.

2.7 Resignation

A committee member who is no longer able to serve should resign promptly so that the vacancy may be filled. A written resignation letter shall be submitted to the Town Clerk with a copy submitted to the committee Chair as well as the appointing authority per M.G.L. Chapter 41, Section 109.

2.7.1 Data Preservation

Any pertinent information/data held by a committee member who is resigning shall be forwarded to that committee's Chair prior to their departure. If the committee Chair resigns, any pertinent information/data held by that individual should be given to the Board of Selectmen's Office.

2.8 Termination

In rare circumstances, such as continued, unexplained absences or conflict of interest, the appointing authority may ask for a member's resignation or, if necessary, revoke the appointment. Also, the appointment of a committee member who fails to attend 3 consecutive meetings may be terminated. Prompt, written notification to the committee member will be given by the appointing authority in the event of such action.

3.0 OFFICERS

3.1 Elections

Committees elect a Chair and a Clerk annually, typically at the first meeting after new terms begin in July unless otherwise provided by state statute or the General Town Bylaws. It is the responsibility of the Chair to notify the appointing authority, the Town Administrator, and the Town Clerk of changes in officers. Committees are not required to elect a Clerk if that committee has a paid, staff Administrative Assistant/Office Manager (e.g. the Zoning Board of Appeals and the Board of Health).

3.2. Chair

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

3.3 Clerk

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

1. Take and transcribe the committee's meeting minutes and post approved meeting minutes on the Town of Dighton website on the committee's respective webpage.
2. Prepare agendas and any other materials, in consultation with the Chair. The tentative agenda for the meeting should be emailed to committee members and posted on the Town of Dighton website.
3. Prepare and copy meeting materials for committee members using, if necessary, facilities and materials at Town Hall and/or Old Town Hall. The Town Administrator will provide staff assistance in training the Clerk in the use of town facilities.
4. Submit the meeting notice and agenda to the Office of the Town Clerk no later than 48 hours before a meeting. The Town Clerk or Assistant Town Clerk posts the meeting notice and agenda on the bulletin board(s) at Town Hall. The committee Clerk posts the agenda on the committee's webpage on the Town of Dighton website. The 48 hours does not include Saturday, Sunday or legal holidays

3.4 Staff Assistance

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

3.5 Website Administration

Each committee's respective Clerk is responsible for posting the meeting dates, agendas, minutes, and information packets to their respective committee's webpage on the Town of Dighton website. The Website Administrator, currently the Administrative Assistant to the Board of Selectmen and the Town Administrator, should be contacted by the committee's Clerk after their appointment in order to receive website credentials and instructions on how to edit the committee's webpage. Agendas and minutes must be posted in a timely fashion as required by state law.

4.0 MEETINGS

4.1 Definition

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

4.2 Open Meeting Law

The Massachusetts Open Meeting Law (M.G.L. Chapter 30A, Sections 18-25) requires that all meetings of elected or appointed boards, committees, commissions, or subcommittees be open to the public except in eight specific situations when Executive Session is permissible and/or required. For more details, see Section 4.4 Executive Session. No votes taken in open session by a governmental body, other than Town Meeting, may be by secret ballot.

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

The Open Meeting Law does not contravene other laws, such as the Privacy Act. If clarification is needed, particularly those concerning Executive Session and the rights of individuals, the committee Chair may request that the Town Administrator obtain advice on specific questions from Town Counsel.

Any person may record a meeting with a tape recorder or any other means of sonic reproduction and/or videotape equipment provided there is no active interference with the conduct of the meeting. The manner in which this right is to be exercised is subject to the discretion of the committee Chair, though any individual must advise the Chair that they are recording the meeting.

The information provided in this Handbook is only a summary of the requirements of the Open Meeting Law. For more detailed information, please review the *Open Meeting Law Guide and Educational Materials*, published by the Office of the Attorney General and available at:

<https://www.mass.gov/doc/open-meeting-law-guide-and-educational-materials.0/download>

4.3 General Guidelines

While Town Meeting follows Cushing's Manual of Parliamentary Practice: Rules of Proceeding and Debate in Deliberative Assemblies, committee meetings follow Robert's Rules of Order. A committee may adopt formal rules of order, such as the Board of Selectmen's Rules of Order in the Town of Dighton Policies & Procedures Manual. Although most small committee discussions may seem too casual to be called debate, it is advisable for the committee to observe a minimum of generally accepted procedures. Attentive guidance by the Chair and adherence to adopted procedures can increase efficiency as well as maintain objectivity.

The Chair should limit all participants to concise, nonrepetitive statements. Although desirable, it is not necessary for the committee to continue discussion until complete consensus is achieved. Other actions, such as calling for a vote, postponing until more information is available (e.g. taking an issue under advisement), or referring an issue to a subcommittee may be required.

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

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

4.4 Executive Session

An Executive Session is closed to the public, but the committee must first convene in an Open Session for which notice has been posted. A majority of the members must vote, by roll call vote entered into the minutes, in favor of a motion to enter into Executive Session. Records of any Executive Session remain closed to the public only

as long as publication may defeat the purposes of the Executive Session and Town Counsel agrees. Topics discussed in Executive Session are confidential. Attendees do not discuss these matters with anyone until the purpose of the Executive Session no longer exists and the minutes can be released to the public. Executive Session minutes must first be approved in Executive Session and then released by majority vote of the appropriate committee in Open Session.

Executive Session may be held only for the following purposes (current as of February 2021):

1. To discuss the reputation, character, physical condition, or mental health rather than the 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.
2. To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel.
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares.
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto.
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints.
6. To consider the purchase, exchange, lease, or value of real property. 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 M.G.L. Chapter 233, Section 23C, with respect to any litigation or decision or any public business within its jurisdiction involving another party, group, or entity.

10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the Department of Public Utilities pursuant to M.G.L. Chapter 164, Section 1F, in the course of activities conducted as the municipal aggregator under M.G.L. Chapter 164, Section 134, when such governmental body, municipal aggregator, or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling, or distributing electric power and energy.

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

4.5 Meeting Schedule

Depending on a committee's workload, meetings may be held weekly, bi-weekly, monthly, or more or less frequently as needed. The Chair calls each meeting except for the first meeting, which is called by the appointing authority in order to organize the newly-formed committee. When possible, a regular meeting day, hour, and location should be established. Except in cases of emergency, Town committees do not meet on weekends or major religious or official holidays.

4.6 Meeting Location

Meetings must be held in a place which is open to the public. Ideally, the location should also be accessible to the disabled. Committees are urged to meet in a Town building because meetings held in private homes or restaurants may give the appearance of being secret and discourage the public from attending. A committee may reserve a room in a Town building by contacting the Administrative Assistant to the Board of Selectmen and Town Administrator.

4.7 Posting

It is the responsibility of the committee to give notice to the Town Clerk of the committee's meeting with time, date, and place by filling out a meeting notice form and comprising an agenda. Except for emergency meetings, meetings must be posted 48 hours in advance by the Town Clerk, excluding Saturdays, Sundays, and legal holidays. "Legal holiday" shall include January first, July fourth, November eleventh, and Christmas Day, or the day following when any of said days occurs on Sunday, and the

third Monday in January, the third Monday in February, the third Monday in April, the last Monday in May, the first Monday in September, the second Monday in October, and Thanksgiving Day. In the case of emergency meetings (e.g. sudden, unexpected occasions which require immediate action by the body) or adjourned meetings if scheduled for less than 48 hours from the adjournment, prior posting is not required; however, the Town Clerk is responsible for maintaining a current listing of all posted meetings on the bulletin board at Town Hall.

4.8 Recordkeeping

State law requires that a committee keep accurate records of its public meetings. Although most public bodies rely on their minutes clerks to prepare the minutes, the members of the public body are responsible to make sure that minutes are accepted or adopted in a timely manner. The records of each regular meeting are public information, and the Chair (or their designee) must maintain a copy of all approved minutes for public inspection. In addition, a copy of all approved minutes must be filed with the Office of the Town Clerk and posted on the committee's webpage on the Town of Dighton website.

Minutes must include:

1. The names of committee members present and absent at the meeting.
2. If Executive Session, then the names of others present.
3. Date, place, time convened by the Chair, and time adjourned.
4. All agreements reached by vote or consensus.

Minutes should include:

1. Assignments made to committee members.
2. Mention of topics discussed.
3. Exact wording of all motions made, including who made the motion and who seconded. Also, the vote of each member and those members who did not participate in the vote should also be recorded.
4. Names of additional participants (excluding press or observers).
5. A detailed listing of all documentation presented and/or discussed at the meeting.

Minutes may include:

1. Summaries of discussions.
2. Schedule of future meetings.

Once minutes are accepted by majority committee vote, they become the official record of the meeting. Any notes made by the Clerk or shorthand should be destroyed once the official minutes are accepted. Verbatim copies of proceedings, such as audio or video recordings, may be retained by the Cable Television Committee.

4.9 Public Records Law

The Massachusetts Public Records Law (M.G.I. Chapter 66, Section 10) provides right of access to public records, broadly defined to include all documentary materials except eleven (11) specific exemptions, such as personnel and medical files, proposals and bids, and appraisals of property. The minutes, informational data, memoranda, and circulating materials of any Town board, committee, or commission are mostly all public information. The committee should consult with the Town Administrator if questions arise concerning freedom of information.

5.0 BUDGETS

5.1 Committee Budgets

In general, an individual committee does not have a budget unless one is authorized by Town Meeting. If a committee anticipates a need to expend funds, it can request a budget for the next fiscal year through the Town Administrator; or, if funds are needed during a fiscal year, it can make a request to the Board of Selectmen for a transfer from the Reserve Fund. If such a request is made, a copy must be sent to the Office of the Town Administrator. Such a request is subject to a review and evaluation of need and the availability of funds.

5.2 Disbursements

As bills are incurred by the committee, whomever the committee has authorized to expend funds (typically the committee's Chair or Clerk) completes bill schedules, attaching all appropriate receipts, paperwork, etc. and submits the paperwork to the Office of the Town Accountant for approval. Upon approval, the invoices are processed and submitted to the Town Treasurer for payment.

5.3 Purchases

Purchase orders must be completed for all purchases over \$500, signed by the committee Chair and submitted to the Office of the Town Accountant, who completes their portion of the purchase order and the Town Administrator signs it.

Purchases must comply with the Town purchasing policy and the Uniform Procurement Act. Purchases in excess of \$10,000 must go through the bid process and comply with M.G.L. Chapter 30B, the Uniform Procurement Act. In addition, three (3) quotes must be obtained for purchases between \$5,000-10,000. Those quotes, and corresponding forms, must be completed and submitted to the Chief Procurement Officer (typically the Town Administrator) or directly to the Office of the Town Accountant for signature.

6.0 FUNDRAISING

6.1 Background Information

The provisions of M.G.L. Chapter 44, Section 53A enables a Town committee to raise and disburse funds according to specific procedures.

6.2 Procedures

6.2.1. Donations

All funds received by the committee go into the General Fund and may not be dispersed by the committee on its own without special arrangements. Sometimes donations are made to the Town for specific purposes. Donations or gifts of money must be accepted by the Board of Selectmen. The committee's designee completes a turnover form for contributions received and transmits this document and funds to both Town Treasurer. Revolving funds are available for some purposes, which allow a committee to retain control of its funds. This should be discussed with the Town Administrator.

6.2.2. Disbursements of Funds

Please see Section 5.2.

6.2.3. Purchases

Please see Section 5.3.

6.2.4. Alternative Fundraising

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

7.0 PLANNING

7.1 Charge and Plan of Action

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

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

Permanent committees are usually part of the Town of Dighton's annual goals and objectives process and typically submit an Annual Town Report.

8.0 REPORTING PROCEDURES

8.1 Appointing Authority

The Board of Selectmen recommends that the committee Chair report regularly to the appointing authority about the committee's actions and plans. If needed, the Chair may request a meeting with the appointing authority to resolve problems and report progress.

8.2. Liaison with Board of Selectmen

The Town Administrator may serve on a committee or act as a liaison between the committee and the Board of Selectmen. The Town Administrator (or the Chair of the Board of Selectmen) may chair the first meeting of a newly established committee, explain the charge, and preside over the election of a Chair who will then take over the meeting. In the absence of the Town Administrator on a newly formed committee, the first meeting must be chaired by the Chair of the Board of Selectmen until a committee Chair is elected by majority vote. Once a Chair is elected, the Town Administrator serves as a regular voting member of the committee subject to the same rules of conduct as all other members.

8.3 Public Information Meetings

The success of a committee's endeavors often depends on effective communication with the public. The committee should hold public meetings and hearings when needed both to inform citizens of work in progress and to gain public reaction and response. The committee should issue press releases periodically to keep the public informed.

8.4 Town Meeting

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

A committee may request inclusion of an article in the Town Meeting Warrant by a letter to the Board of Selectmen from the committee if a majority of the committee consents to the submission. The Executive Assistant to the Board of Selectmen/Town Administrator will issue a placeholder for that article for the Warrant until the Board of Selectmen makes a decision on whether or not to include the article. Articles may be reworded by the Board of Selectmen upon advice of Town Counsel. All articles should be submitted to the Board of Selectmen by the established deadlines. Committee members sometimes find that they wish to discuss and consider making recommendations on other articles at their meetings. In such cases, the committee should send written notice of the scheduled discussion to the sponsors of the article.

8.5 Annual Town Report

All appointed committees should file an annual report of committee activities for the Annual Town Report. The Chair or other designated member should detail committee membership, including changes, and a 1-3 paragraph explanation of major accomplishments within the past year and future plans. A request for committee reports is issued each year. Completed reports should be submitted to the Office of the Board of Selectmen by January 31st of each year for inclusion in the Annual Town Report.

9.0 RESOURCES

1. "Appointed Committee Handbook", Town of Foxborough, 2014.
2. "Board & Committee Handbook", Town of Scituate, 2018.
3. M.G.L. Chapter 4, Section 7 (26), Public Records Law.
4. M.G.L. Chapter 30A, Sections 18-25, Open Meeting Law.
5. M.G.L. Chapter 268A, Conflict of Interest Law.
6. "Massachusetts Conflict of Interest Law for Municipal Employees", Massachusetts State Ethics Commission.
7. "Cushing's Manual of Parliamentary Practice: Rules of Proceeding and Debate in Deliberative Assemblies", Luther S. Cushing, 1925.
8. "Robert's Rules of Order", Henry Robert III, 2004.



Town of Dighton

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ACKNOWLEDGEMENT FORM

This acknowledges that I have received and read the Board & Committee Handbook of the Town of Dighton. By signing this form, I agree to abide by the policies, state statutes, state laws, bylaws, and guidelines promulgated thereunder, and I agree to review periodically any changes or modifications.

Print Name: _____

Signature: _____

Date: _____

To be kept on file with the Office of the Town Clerk and the Office of the Board of Selectmen/Town Administrator.