BOARD & COMMITTEE HANDBOOK

Town of Scituate Massachusetts

Board of Selectmen/Town Administrators Office
600 Chief Justice Cushing Highway
Scituate, MA 02066
781-545-8740

Effective June 30, 2016

TABLE OF CONTENTS

Purpose ……1

Additional Publications ……...1

Committee Formation ……1

Committee Vacancies ……..1

Appointment ……2

Committee Orientation ……...2

Conflict of Interest Statute as it Applies To Committee Appointees ……..2

Summary ……2/3

Who is a Municipal Employee? ……3

"Special" Municipal Employees ……3/4

Reappointment …….....4

Resignation ……...4

Other Terminations ……4

Officers ……4

Elections ……....4

Chair ……..4/5

Secretary or Clerk ……..5

Website Editor ……...5

Meetings ……...5

Definition ……..5/6

Recordings ……6

General Guidelines ……...6/7

Executive Session ……7/8

Meeting Schedule ……8

Meeting Location ……..8

Posting ……..8/9

Recordkeeping ……..9

Public Records Law ……10

Budgets ……...10

Committee Budgets …….…10

Disbursements …….……10

Purchases …….……10

Receipt of Funds/Donations/Gifts ……..……..11

Procedures ……...11

Reporting Procedures ……...11

Appointing Authorities ……...11

Public Information Meetings ……..……11

Town Meetings ……..11

Annual Town Report ……..…11/12

Minutes ……...12

Board and Committee Standards of Conduct ……....12/13

Organization of Boards and Committees ……..……13

Responsibilities of the Chair …….…...13/14

Responsibilities of the Vice-Chairman …….…..14

Application for Committee, Commission, Board & Council Appointments...15/16

Annual Appointment Chair Form..…….……17

Board Committee Building Contact Information ……18

TOWN OF SCITUATE, MASSACHUSETTS
BOARD AND COMMITTEE HANDBOOK

PURPOSE

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

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

ADDITIONAL PUBLICATIONS

All committee members should read the Town of Scituate By-Laws and the Town Charter available on the Town of Scituate website http://www.scituatema.gov/town-clerk/pages/general-bylaws and http://www.scituatema.gov/sites/scituatema/files/file/file/chartermar2003.pdf. These give the foundation of Scituate government, including most boards and committees. The Town Clerk's Office also maintains copies.

COMMITTEE FORMATION

The Board of Selectmen is the appointing authority for the majority of boards and committees, with the exception of the Advisory and Capital Planning Committees who are appointed by the Town Moderator. State statutes outline the powers and duties of most boards. The Town's General By-laws, which is adopted by town meeting, may also provide for the appointment of a committee by approving an article for that purpose. Such committees may also report back at a future Town Meeting. The Board of Selectmen and the Town Administrator also have the authority to create and appoint ad-hoc committees.

COMMITTEE VACANCIES

Each May, vacancies on committees are published in the newspaper and the Town's website: www.scituatema.gov by the appointing authority. Individuals interested in being considered for appointment should complete an application and submit it to the Selectmen's Office, 600 Chief Justice Cushing Highway, Scituate, MA 02066 or via email to Lorraine Devin ldevin@scituatema.gov. Applications are available on the Town of Scituate website on the Board of Selectmen's page. Interested candidates will be notified if an interview has been scheduled with the Board of Selectmen or an appointment has been made during the months of June and July.

APPOINTMENT

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

Once appointed, the appointee receives written notification of appointment including a certificate of appointment. Each appointee must be sworn in by the Town Clerk prior to attending a committee meeting as an official member. The Town Clerk gives committee members information about the "Open Meeting Law" (MGL Chapter 39), as the statute requires. In addition, the appointee is given information pertaining to standards of conduct, the "Conflict of Interest Law" (MGL Chapter 268A) and the Town of Scituate sexual harassment policy. In addition, compliance with the State Ethics Summary acknowledgement is required and the online computerized test is mandatory. Failure to take the test will be considered cause for removal by the appointing authority. New appointees must complete the Ethics test within 45 days of appointment. Information for both of these is available on the Town of Scituate website http://www.scituatema.gov/town-clerk/pages/open-meeting-and-ethics-law.

COMMITTEE ORIENTATION

The Board of Selectmen's Office will notify existing chairs of any new appointments to its board or committee. The Board of Selectmen encourages committee chairs to orient new members to committee functions and compliance with the statutes noted above. New members should be informed about the committee's specific role, powers and duties, and rules and regulations, and any issues frequently encountered by the board or committee.

CONFLICT OF INTEREST STATUTE AS IT APPLIES TO COMMITTEE APPOINTEES

Summary

The Conflict of Interest Law for Municipal employees was revised in September 2009 and became effective December 2009. The Summary, its definitions, applications and regulations appear on the Town of Scituate website: http://www.scituatema.gov/sites/scituatema/files/file/file/employee_conflict_of_interest.pdf.

The summary of the Conflict of Interest Law, Massachusetts General Law's chapter 268A, is intended to help municipal employees understand how the law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free,

confidential advice about the conflict of interest law from the Commission's Legal Division at its website: www.mass.gov/ethics or by contacting the Attorney of the Day at (617) 371-9500 or 888-485-4766. Calls are returned within one business day. Town Counsel may also be contacted.

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

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

Who is a Municipal Employee?

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

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

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

Special Municipal Employees Designations and Dates:

Board of Assessors	January 17, 1989
Conservation Commission	June 29, 1993
School Committee	September 17, 1991
Zoning Board of Appeals	November 8, 1984
Housing Authority	MGL, Chapter 121b, Section 7
Advisory Committee	October 23, 2001

Town Moderator February 2, 1998
Deputy Moderator
Assistant Moderator

REAPPOINTMENT

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

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

RESIGNATION

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

OTHER TERMINATIONS

The Town Charter and By-laws provide for removal of members by the Selectmen from Committees. In general, this would include, but not be limited to, unexplained or excessive absences or non-compliance with ethics requirements. For more information, please refer to the Town By-laws section 10310 and the Town Charter section 7-12.

OFFICERS

Elections

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

Chair

The chair presides at all meetings, decides questions of order and calls special meetings and signs official documents that require the chair's signature. The chair has the same

rights as other members to offer resolutions, make or second motions, discuss questions and vote thereon. The town relies upon "Roberts Rules of Orders" for the proper conduct of meetings. The chair sets the tone of meetings, and should be respectful of individuals coming before their committee and fellow members.

Secretary or Clerk

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

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

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

Website Editor

The website editor is responsible to post the meeting dates, agenda's and minutes on the Town of Scituate website. (NOTE: See page 8 & 9 for posting deadlines.) Training will be arranged by the Town of Scituate Information Technology Director. The Secretary/Clerk can also perform this function. Minutes must be posted in a timely fashion as required by state law.

MEETINGS

Definition

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

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

In the above circumstances, board or committee members have gathered or remained together and discussed business despite the absence of a quorum. While doing so is not per se a violation of the Open Meeting Law, it will inevitably lead to an Open Meeting Law violation. When one member or a staff person mentions the non-quorum discussion

to another member, serial deliberation will have occurred. Even if the matter in question is subsequently taken up by a quorum at a posted meeting, the open meeting violation will taint the action at that meeting. The discussion at a "non-quorum meeting" is no different than an exchange of calls or emails between meetings. Both will result in open meeting violations.

The revised Massachusetts Open Meeting Law, effective November 1, 2010, requires that all meetings of elected or appointed boards, committee or subcommittees be open to the public except in ten (10) specific situations where an Executive Session is permitted. No vote taken in open session by a governmental body, other than Town Meeting, may be by secret ballot.

The law does not apply to chance meetings, or social occasions; however, such meetings cannot be used to circumvent the law. The Open Meeting Law addresses the question of discussion by other boards at public meetings. It is now possible for a quorum of one board to be present at the deliberations of another board and be able to contribute to the discussion but not to the deliberation and voting process.

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

Recordings

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

General Guidelines

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

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

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

to remind the speakers of time and repetition limits. No one may speak at a committee meeting without permission of the chair. If a speaker refuses to be silent after warning from the chair, the chair has the authority to order the speaker removed from the meeting by the police. Nevertheless, all committee members represent and serve the Town. They should treat all visitors and other committee members with courtesy and consideration. Whenever possible, it is advisable to permit public participation in some form, such as a short period at each meeting or occasional meetings for public hearings.

Executive Session

An Executive Session is closed to the public, but the committee must first convene in an Open Session for which proper notice and an agenda has been posted. A majority of the members must vote, by roll-call vote entered into the minutes, in favor of a motion to go into Executive Session. The motion should specify the applicable reason and state whether or not the Open session will reconvene following the Executive Session. The chair must state "All subjects which may be revealed without compromising the purpose for which the executive session was called." Records of an Executive Session remain closed to the public only as long as publication may defeat the purposes of the Executive Session. A Committee must affirmatively vote not to release Executive Session minutes. Once the matter is dissolved the minutes must be released and posted on the Town website. All votes taken in Executive Session are recorded by roll call and become a part of the record of that session. Topics discussed in Executive Session are confidential. Those attending the Executive Session should not discuss these matters with anyone until the purpose for the Executive Session no longer exists and the minutes can be released to the public. The motion should specify the applicable reason and state whether or not the Open Session will reconvene following the Executive Session.

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

1. To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual, or to discuss the disciplines or dismissal of, or complains or charges brought against, a public officer, employee, staff member or individual.
2. To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel.
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto.
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints.
6. To consider the purchase, exchange, lease or value of real property.
7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.

8. To consider or interview applicants for employment or appointment by a preliminary screening committee.
9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity.
10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

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

Meeting Schedule

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

Meeting Location

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

Posting

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

The Board chair is required to list in the meeting notice all matters that the chair "Reasonably anticipates will be discussed at the meeting". This requirement is designed

to give adequate public notice of the information to be discussed and specificity rather than generality is desired. Any change to a posted agenda requires a revision. All revisions to an agenda must follow the same procedure as agenda postings, i.e. 1) give revisions to the Town Clerk to post and 2) update revised agenda on the website page with e-subscriber notification sent out.

In the rare case of emergency meetings (sudden, unexpected occasions which require immediate action by the body), or adjourned meetings if scheduled for less than 48 hours from the adjournment, prior posting is not required; however, the Town Clerk must be informed and the meeting posted as soon as possible.

The Town Clerk is responsible for maintaining a current listing of all posted meetings on the bulletin board at the Town Hall. All posting notices should be addressed to Kathleen Curran, Town Clerk, 600 Chief Justice Cushing Way, Scituate, MA 02066. Posting notices can be emailed to kcurran@scituatema.gov. Prior arrangements must be made with the Town Clerk.

Recordkeeping

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

At a minimum, minutes must include:

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

Mullins Rule MGL Chapter 39, Section 23D

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

Public Records Law

The Massachusetts Public Records Law (MGL Chapter 4, Section 7 (26), 1986, 1989) provides right of access to public records, broadly defined to include all documentary materials except eleven specific exemptions such as personnel and medical files, proposals, bids and appraisals of property. The minutes, information data, emails, memoranda and circulating materials of any town board or committee are almost without exception public information and the town places a high value on transparency and compliance. New changes in the law require diligence. All public record requests should be forwarded to the Public Records Access Officer Michele Seghezzi in the Town Administrators Office immediately upon receipt. Requests must be stamped in and distributed to the appropriate department or board for response. Copies of all public records requests must be responded to within ten (10) days by statute. Copies of public meeting materials are $.05 per page plus labor time, which is charged at half-hour increments at the hourly rate of the lowest compensated person capable of fulfilling the request. Please contact the Public Records Access Officer with any questions on how to fulfill a public record request.

BUDGETS

Committee Budgets

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

Disbursements

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

Purchases

Purchase orders must be completed for all purchases over $1,000.00 signed by the committee chair, and submitted to the Accounting Office. Purchases in excess of $5,000 must go through the bid process and comply with Chapter 30B, the Uniform Procurement Act. A written contract is mandatory for any services over $5,000. There are no exceptions to this requirement. For more information contact the Town Accountant at 781-545-8811.

RECEIPT OF FUNDS/DONATIONS/GIFTS

Procedures

With limited exceptions, all funds received by any committee go into the Town's General Fund and may not be dispersed by the committee on its own without special arrangements. Sometimes donations are made to the Town for deposit to a separate designated account for specified purposes. A receipt for a Restricted Gift form to record the donation is available from the Town Accountant's office. For more information on this please contact the accounting office at 781-545-8811.

Gifts or donations received by a committee must be accepted by the Board of Selectmen. Please contact Lorraine Devin in the Selectmen's office if this occurs.

REPORTING PROCEDURES

Appointing Authorities

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

Public Information Meetings

The success of a committee's endeavors often depends on effective communication with the public. The committee may hold public meetings and hearings when needed, both to inform citizens of work in progress and to gain public reaction and response. Committees are encouraged to use the Town's website and Facebook page to educate, update and inform the public about its activities. Website and Facebook posts should be sent to the Board of Selectmen/Town Administrator's office for approval.

Town Meetings

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

Annual Town Report

All appointed committees must file an annual report of committee activities for the Annual Town Report which is due to the Town Administrator's Office each February. The chair or other designated member should detail committee membership including changes, and a one to three paragraph explanation of major accomplishments and future

plans. A request for committee reports is issued in January of each year and reports must be timely filed within the deadline specified by the Town Administrator's Office.

Minutes

Accepted minutes of all boards and committees are to be posted on the Town's website within a reasonable period of time. A copy of minutes should also be forwarded to the Board of Selectmen/Town Administrator's office and the Town Clerk Kathleen Curran.

BOARD AND COMMITTEE STANDARDS OF CONDUCT

1) A member of a board or committee in relation to his or her community should:

    a) Realize that his or her basic function is to carry out the board or committee's mandated responsibilities and develop Town policy related thereto, with administration delegated to the Town Administrator.

    b) Realize that he or she is one of a team and should abide by board or committee decisions once they are made.

    c) Be well-informed concerning the duties of board/committee members on both local and state levels.

    d) Remember that he or she represents the entire community at all times.

    e) Accept appointment as a means of unselfish service, not to benefit personally or politically from any board or committee activities in accordance with the law.

    f) In all appointments or contract awards avoid political patronage by judging all individuals solely on merit, experience and qualifications.

    g) Abide by the ethics established by the Commonwealth and not use the position to obtain inside information on matters which may benefit someone personally.

2) A member of a board or committee in his or her relations with administrative staff of the Town should:

    a) Endeavor to establish sound, clearly defined policies that will direct and support the administration for the benefit of the people of the community.

    b) Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.

    c) Give the Town Administrator the appropriate responsibility for discharging his or her disposition and solution.

3) A member of a board or committee in his or her relations with fellow board/committee members should:

   a) Recognize that action at official legal meetings is binding and that he or she alone cannot bind the board or committee outside of such meetings.

   b) Not make statements or promises of how he or she will vote on matters that will come before the board/committee until he or she has had an opportunity to hear the pros and cons of the issue.

   c) Uphold the intent of Executive Session and respect the privileged communication that exists in Executive Session.

   d) Make decisions only after all facts on a question have been presented and discussed.

   e) Treat with respect and civility the rights of all fellow members, attendees and staff despite differences of opinion.

ORGANIZATION OF BOARDS AND COMMITTEES

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

RESPONSIBILITIES OF THE CHAIR

The chair of a board/committee shall:

1. Preside at all meetings of that board/committee and start all meetings and hearings on time. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items and hearings.

2. Be circumspect in allowing each member to present his/her views while tactfully preventing any member from monopolizing the meeting and/or discussion.

3. Be familiar with parliamentary procedure as it applies to public meeting operations.

4. Provide time in his/her schedule to consult with staff on the preparation of the agendas and meeting materials.

5. Provide leadership which brings individual board/committee members together as an effective policy-making body.

6. Sign official documents that require the signature of the chair.

7. Call special meetings in accordance with the Open Meeting Law.

8. Facilitate with staff orientation for new members.

9. Represent the board/committee at meetings, conferences and other gatherings unless delegated to another board member.

10. Serve as spokesperson for the board/committee and present its position unless otherwise determined or delegated by the chair.

11. The chair shall have the same rights as other members to offer motions and resolutions, to discuss questions and to vote thereon.

12. Complete an "Annual Appointment Chair form" (attached) and submit to the Selectmen's office by every May 31st.

RESPONSIBILITIES OF THE VICE-CHAIRMEN

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

Questions regarding the Board and Committee Handbook can be referred to the Board of Selectmen's office at 781-545-8740.

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

Thank you for serving our town!

Town of Scituate
Board of Selectmen
Application for Committee, Commission, Board and Council Appointment

Thank you for your interest in serving the Town of Scituate
Scituate's excellence as a community is due in large part to citizen participation in government and community affairs. The purpose of this application is to register the names, interests and qualifications of Scituate residents willing to volunteer to serve their community. Residents who are interested in participating in Town Government are urged to complete this form.

Residents serve as volunteers on a wide variety of town boards, committees, and commissions listed below. They are appointed to these organizations by the Board of Selectmen or other appointing authority. We encourage you to register by completing this form, indicating your occupation, background, areas of interest and organizations you would consider serving. Please return your completed form to the Board of Selectmen as indicated below. Individuals requesting reappointment on a Board or Committee should also complete this form.

Applicant Information ***Date***:_____

Name: _____

Address: _____

Telephone No: _____ **and/or** _____
Home phone **Cell No./Business**

Email: _____

Are you a Scituate Resident? Yes _____ **No**_____

Committee Interest: Please mark choices (1) (2) (3) if more than 1 requested
_____

Background & Qualifications: Please feel free to attach additional information and/or your resume. _____

_____

New Applicant or **Reappointment ( ) NEW ( ) **REAPPOINTMENT

Signature of Applicant:

_____

Please submit this form to: E-mail: ldevin@scituatema.gov
Board of Selectmen, Town of Scituate,
600 Chief Justice Cushing Highway
Scituate, MA 02066

Revised: 20160613 **Reappointments must consider the "six year" rule

Boards, Committees and commissions
Please mark choices (1) (2) (3) if more than 1 requested

Land Use & Conservation

( ) **Affordable Housing Trust** (1 year term 5 members)
( ) **Scituate Beach Commission** (New Committee 2015) (staggered term 5-7 member board: 3 shall be appointed for a 3 year term, 2 shall be appointed for 2 year terms, 2 shall be appointed for a 1 year term)
( ) **Beautification Commission** (3 year term 12 members)
( ) **Coastal Advisory Commission** (New Committee 2015) (1 year term 10 members to include: Representative from the boating community, Representative from the business community, Resident-coastal, Resident-upland)
( ) **Community Preservation Act Committee** (3 year term 4 at large members)
( ) **Conservation Commission** (3 year term 7 members)
( ) **North River Commission** (1 year term 1 member 1 alternate)
( ) **Water Resources Commission** (3 year term 7 members)
( ) **Waterways Commission** (3 year term 9 members)
( ) **Zoning Board of Appeals** (3 year term 3 members and 2 alternates)

Cable Television

( ) **Cable Television Advisory Committee** (3 year term 5 members)

Recreational Activities

( ) **Recreation Commission** (3 year term 5 members)

Government

( ) **Adaptive Building Reuse Committee** (New Committee 2015) (1 year 7 members)
( ) **Animal Control Board** (3 year term 5 members)
( ) **Archivist** (1 year term 1 member)
( ) **Board of Health** (3 year term 3 members)
( ) **By-Law Review Committee** (3 year overlapping terms 5 members)
( ) **Citizen's Representative to the Scholarship Committee** (1 year 1 member)
( ) **Council on Aging** (3 year term 7-9 members)
( ) **Commission on Disabilities** (3 year term 5-9 members)
( ) **Economic Development Commission** (3 year term 7 members)
( ) **Educational Fund Committee** (3 year term 4 members)
( ) **Historic Commission** (3 year term 5 members)
( ) **Public Building Commission** (3 year term 5 members)
( ) **Scituate Cultural Council** (3 year term 5-22 members)
( ) **Scholarship Fund Committee** (3 year term 4 members)
( ) **South Shore Coalition Representative** (1 year term 1 representative)
( ) **South Shore Regional School Representative** (1 year term 1 representative)
( ) **Traffic Rules and Regulations Committee** (1 year term 1 citizen member)
( ) **Veterans Services Advisory Committee** (New Committee 2015) (two (1) one-year members and three (4) four-year members. As the terms of these members expire, all new members will be appointed for three years.)

Finance

( ) **Advisory Committee***
( ) **Capital Planning Committee***
*Appointed by the Town Moderator

Revised: 20160613 **Reappointments must consider the "six year" rule

May (YEAR) ANNUAL APPOINTMENT CHAIR FORM

Name of Board, Committee, Commission or Council		Chairperson Name				
Number of Meetings held in (year)						
Current Members Name	Term ending	(YEAR) Meeting Dates Missed	Re appointment? * Y or N	Total # of Missed Meetings	Excused? Y or N	** State Ethics/Sex Harrassment Y or N
* According to Selectmen's Policy, members are asked not to serve more than six (6) consecutive years in order to give a chance to other interested applicants.						
** Members who have NOT completed the State Ethics Test and Sexual Harrassment Policy will not be re-appointed.						

Board Committee Building Contact Information

Meeting Room Location	Contact	Telephone #	Email Address:	Address:
Selectmen Hearing Room (SHR), Town Hall	Selectmen's Office	781-545-8740	ldevin@scituatema.gov	600 Chief Justice Cushing Hwy.
Scituate Maritime Center (SMC)	Selectmen's Office	781-545-8740	afopiano@scituatema.gov	119 Edward Foster Road
WPA Building	Selectmen's Office	781-545-8740	afopiano@scituatema.gov	7 Henry Turner Bailey Road
Scituate Town Library when reopens	Scituate Town Library	781-545-8727		85 Branch Street
Senior Center	Linda Hayes	781-545-8722	lhayes@scituatema.gov	27 Brook Street
any night except THURSDAY				
Scituate Public Schools	Andrea Cochran	545-8759 x300	acochran@scit.org	
All schools open until 8:30 pm		Complete the Use of school facility form		
SHS Café fits 100		If SHS, also complete hazing form		
SHS Libray 20-30				
Gates, Jenkins, Wampatuck, Hatherly, Cushing libraries 30				
Mt. Hope Association	Andy Bergsten	781-545-1083	andyvox@comcast.net	290 Clapp Rd
seats 75				