

Town of Bedford Committee Volunteers Orientation

*Learning the Ins and Outs
of Committee Work*

What We Will Cover Tonight

- ◆ What are the laws of the State that govern committee work?
- ◆ What Town laws govern committee work?
- ◆ Chair and Member responsibilities
- ◆ How and where do we get support services we need for our work?
- ◆ Committee vacancies

Presenters

- ◆ Margot Fleischman, Selectman Chair
- ◆ Doreen Tremblay, Town Clerk
- ◆ Jessica Porter, Assistant Town Manager

**Laws of the State that
Govern Committee
Work**

Open Meeting Law

- ◆ Open to the Public
- ◆ Accessible
- ◆ Email
- ◆ Notification
- ◆ Minutes

Posted Notice of Meetings

- ◆ Stamped and Posted by Town Clerk
- ◆ 48 Hours Notice
- ◆ Agenda
- ◆ Weekends and Holidays
- ◆ Examples

Quorum & Minutes

- ◆ Quorum is Required
- ◆ Defined by Size of Committee
- ◆ Record of Votes
- ◆ Recorded Copy with Documents
- ◆ Assistance?

Executive Sessions

- ◆ Reasons they Can be Held
- ◆ When they Can be Held
- ◆ Minutes
- ◆ Procedure

Conflict of Interest Law

- ◆ Notification
- ◆ Responsibilities
- ◆ What is a Conflict?
- ◆ Where to go with Questions

State Ethics Commission

- ◆ Creation
- ◆ Online Training
- ◆ Information
- ◆ Deadlines for Completion
- ◆ Ethics Commission Website

Chapter 30B Procurement Law

- ◆ Committee Expenditures
- ◆ Complexities of the Law
- ◆ Reimbursement of Expenses
 - Fiscal Years run July 1 to June 30
 - All invoices and reimbursements for a given fiscal year must be processed no later than 15 days following the close of the fiscal year
- ◆ Who to See with Questions

Charter and Bylaws

- ◆ Establish Committees
- ◆ Define Structure
- ◆ Reorganization
- ◆ Where to Find

Chair Responsibilities

- ◆ As chair, you are responsible for:
 - Scheduling and presiding over meetings
 - Ensuring proper posting of meeting and agenda
 - Compliance with open meeting law
 - Serve as your committee's liaison to other Town boards/committees, when applicable

Membership Responsibilities

- ◆ New Members
- ◆ Attendance
- ◆ Selectman Liaison

Meeting Space

- ◆ Meeting Rooms Must be in Accessible, Public Space
- ◆ Reserve as Early in Advance as Possible
- ◆ How to Book

Support Services

- ◆ Building Keys and Identification Badges
- ◆ Copying
- ◆ Mailboxes and Mailing
- ◆ Publicity
- ◆ Website/Facebook
- ◆ Annual Report

Committee Info

- ◆ Volunteers are needed to fill vacancies on several appointed Town committees:
 - Arbor Resources
 - Depot Park Advisory
 - Finance Committee (as of July 1)
 - Historic District Commission (architect or builder)
 - Land Acquisition

Historic Museum Study Committee

New ad hoc committee

Where to Find Information

- ◆ Procurement and Conflict of Interest
 - *Rick Reed, Town Manager*
- ◆ Communications, Scheduling, Support
 - *Town Manager's Office Staff*
- ◆ Open Meeting Law and Posting Requirements
 - *Doreen Tremblay, Town Clerk*

Questions?

Where to Get More Information

- ◆ Open Meeting Law Guide
- ◆ Open Meeting Law Definitions
- ◆ Summary of the Conflict of Interest Law
- ◆ www.mass.gov/ethics
- ◆ Who to call?