



The Town of Swampscott

BOARD AND COMMITTEE HANDBOOK



AUGUST 24, 2022

Dear Volunteer Citizen:

Volunteer citizen participation is the backbone of local democratic government. This handbook has been developed to outline the operational and procedural standards expected of all volunteers in order to assist you in complying with standards required by state and local laws, regulations, and policies.

Please note that the term “committee” is used generically through this booklet but it is intended to be inclusive of all elected and appointed committees, commissions, boards, authorities, and the like.

This handbook is intended to help committee members focus their efforts on assigned tasks rather than on the technical details of procedure.

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CHAPTER 1: GENERAL INFORMATION

A. Appointment Process

The Select Board, Moderator and Town Administrator are the primary officials authorized to appoint municipal boards and committees. Newly appointed committee members will receive formal written notification of appointment, including term of office, from the appointing authority. Members will remain on a committee until a replacement is appointed by the appointing authority and sworn in by the Town Clerk, or until formal resignation.

Committee liaisons or citizens who assist committees, not officially appointed as members, do not have a right to vote in committee proceedings.

B. Applications

Applications for committee appointments may be submitted to the Town Administrator's Office throughout the year and/or when vacancies for the committee have been advertised.

The applicable appointing authority will notify sitting members in writing when their terms are nearing expiration and, as applicable, inform the member(s) of the reappointment process.

C. Reappointments

Committee reappointment is based upon the appointing authority's evaluation of the citizen's contribution to the committee, the desirability of widespread involvement, and the changing needs of the committee and the Town. In cases where special training or expertise is required, longer periods of service may be appropriate. A committee member is under no obligation to accept appointment nor is the appointing authority obligated to offer reappointment. Appointing authorities welcome and encourage recommendations or concerns regarding reappointment from the Chair of any committee.

D. Resignations

Pursuant to M.G.L. c. 41, § 109: Resignation of Appointees or Elected Officials, no resignation is deemed effective unless and until it is filed with the Town Clerk. Upon such filing, the appointing authority shall act in accordance with applicable law to fill open positions. As a matter of courtesy, the resigning member should also send a copy to the committee Chair, appointing authority and Town Administrator's Office.

E. Types of Committees and Their Authority

Except for advisory committee members, once appointed, Town boards and committees shall be free to act on their own without interference from the Select Board or their

appointing authority.

1. Standing Committees

Certain boards and committees are established by state statute, the Town Charter, the Town's General By-Laws and votes of Town Meeting, and must be maintained as provided therein. These types of committees are known as the Standing Committees. The Town's current Standing Committees are as follows:

Affordable Housing Trust	Article 6 Committee	Board of Assessors
Board of Health	Capital Improvement Committee	Commission on Disability
Conservation Commission	Council on Aging	Cultural Council
Finance Committee	Historical Commission	Historic Districts Commission
Housing Authority Board	Library Trustees	Planning Board
Recreation Committee	Registrar of Voters	Retirement Board
School Committee	Town Meeting Study Committee	Zoning Board of Appeals

In accordance with the Town Charter, General By-Laws and/or votes of Town Meeting, the members of the following Standing Committees are determined by Town election: Board of Assessors, Board of Health, Housing Authority Board of Commissioners, Library Trustees, Planning Board, School Committee, and Zoning Board of Appeals; the Town Moderator has the sole authority and discretion to appoint members to the Article 6 Committee, Capital Improvement Committee, Finance Committee, and the Town Meeting Study Committee; and the Select Board has complete or partial authority to appointment members to the remaining Standing Committees: Commission on Disability, Conservation Commission, Council on Aging, Cultural Council, Historical Commission, Historical Districts Commission, Recreation Committee, Registrar of Voters, and the Retirement Board.

2. Advisory Committees to the Select Board

The Select Board may create committees that serve under the Board to aid on matters under the Board's jurisdiction, particularly in technical areas. These committees handle a particular function or area, study it, and advise the Select Board on their findings. These types of committees are known as Advisory Committees.

It is important for members of Advisory Committees to understand that, while they are making recommendations, it is the Select Board that makes the ultimate decision. The Board will discharge Advisory Committees upon the completion of their work.

The following is a list of the Select Board's current Advisory Committees:

Andrews Chapel Restoration Committee	Athletic Field Advisory Committee	Earth Removal Advisory Committee
Hadley Elementary School Reuse Advisory Committee	Harbor & Waterfront Advisory Committee	Open Space & Recreation Planning Committee
Rail Trail Design & Construction Advisory Committee	Renewable Energy Committee	School Building Committee
Solid Waste Advisory Committee	Swampscott for All Ages Committee	Television Visioning Committee
Traffic Study Advisory Committee	Tree Committee	Water & Sewer Rate Review Advisory Committee

The Select Board has full authority to appoint members to each Advisory Committees.

3. Sub-Committees

Subcommittees are advisory committees created by the parent committee. They are subject to the Open Meeting Law's requirements. Sub committees are advisory only. They report all activity and make recommendations to the parent committee for any items requiring a formal vote or for the creation of an action item.

CHAPTER 2: APPLICABLE LAWS AND POLICIES

A. State Statutes

Town boards and committees shall be familiar with and must abide by all applicable statutes relating to their governance, which include but are not limited to:

1. Open Meeting Law;
2. Public Records Law; and
3. Conflicts of Interest Law

B. Local Regulations

All boards and committees shall be familiar with, and abide by, all applicable local regulations, by-laws, and policies, which include but are not limited to:

1. The Town's Charter
2. The Town's General Bylaws
3. The Town's Zoning Bylaw
4. The Town's Code of Conduct Manual
5. This Board and Committee Handbook
6. The Town's Financial Guidelines Policy

The Town Clerk's Office shall have copies of all applicable laws and policies referenced herein available in print and .pdf form for distribution to any interested individual.

CHAPTER 3: ROLES & RESPONSIBILITIES

A. Elected or Appointed Positions

All newly elected and appointed members will receive materials from the Town Clerk and be required to affirm a written oath of office unless otherwise instructed. ***Formal voting by a committee member may be conducted only after the member has duly affirmed an oath of office.*** The newly elected and appointed members will be provided with the Town's Board and Committee Handbook and Code of Conduct for review and acceptance.

The entire process of affirming the written oath of office should take place as soon as practicable after the individual is appointed or elected, but in no event should this occur more than 30 days from the date of election or appointment. In the event an appointed or elected individual takes more than 30 days to officially affirm the oath of office, the appointing authority or Town Clerk and Town Administrator shall be notified to determine the next course of action.

New members to a committee or board should become familiar with the committee's charge, powers, and duties, as well as the rules, regulations and any issues frequently encountered by the board or committee. Such information may be provided by the appointing authority, committee chair, or a designee.

B. Purpose and Official Charge

A committee is expected to formally document its goals and purpose on at least an annual basis. The chair of the committee should develop a precise mission statement which sets forth the committee's goals and seek the affirmation of the mission statement with the appointing authority. All committee members should understand the committee's formal charge.

Permanent committees should focus their efforts on the committee's mission statement, including the committee's goals, expectations and specific responsibilities. Periodically, these mission statements should be reviewed for relevancy to the changing needs of the Town and revised as appropriate, subject to approval of the appointing authority.

Committees that are statutorily mandated must be certain their mission statement is consistent with their legal responsibilities. Recommended changes from the mission statement should be forwarded to the appointing authority for review, comment and final approval.

C. Officers

Committee members shall elect a Chair and Vice Chair annually with written notification made to the appointing authority and Town Clerk. Generally speaking, committees should rotate the Chair annually. Absent justifiable circumstances, no member should serve as

Chair for more than three consecutive years. A committee may at any time remove the Chair. A majority vote shall constitute an election or vote for removal of the Chair.

It is strongly recommended that each committee elect one of its members to serve as the clerk for the committee, which member shall have the responsibility of taking meeting minutes and ensuring the timely approval and proper filing of the same. Town staff members and Select Board members/liaisons shall not serve as clerks, even if they are voting members of the committee.

D. Planning

It is recommended that committees establish goals at the beginning of each fiscal year, with a copy provided to the appointing authority.

Each committee should follow a plan of action that details how the committee will accomplish its goals. Internal reporting milestones should be established so that the committee may monitor its progress towards its goals.

E. Attendance

Absent illness or other unforeseen circumstances, members are expected to attend every committee meeting. Excessive absenteeism may be cause for removal or non-reappointment. It is the responsibility of each committee Chair to discuss excessive absences with the member. If any problem is not resolved to the Chair's satisfaction, the problem should be referred to the appointing authority for review.

F. Political Activity

Citizens appointed to public committees are not subject to any restrictions concerning political activity in their individual capacities. All appointed citizens should seek to foster and preserve a sense of public trust irrespective of political inclinations.

G. Finances

1. Purchases/Reimbursements

A committee may incur expenditures only if money has been appropriated by Town Meeting and with prior approval of the Town Administrator. Purchases must be made in accordance with the Town of Swampscott Purchasing Procedures manual and subject to the approval of the Town Administrator or delegee. Information regarding purchasing may be obtained from the Town Administrator's Office.

2. Compensation

Committee members shall not be compensated for their services, which are voluntary, unless otherwise indicated by law or by the appointing authority, and an appropriation for

said services has been made by Town Meeting.

CHAPTER 4: BOARD and COMMITTEE RELATIONSHIPS

Other Boards, Committees and Commissions

The Town seeks to maximize coordination and communication between committees and boards on ongoing issues, projects, and priorities. Such coordination and communication will allow for reduced overlap, elimination of duplicative efforts, improved decision making and partnering to benefit citizens and volunteers alike. Committees should evaluate possible linkages and overlaps of functions. Opportunities for sharing of committee discussions and decisions should be maximized, including sharing of minutes. Joint committee discussions and meetings should be planned when beneficial to the project or issue at hand and to streamline efforts for persons and groups being served.

A. Town Staff and Select Board Liaisons

As between the boards and committees, the Town also seeks to maximize coordination and communication between committees and boards with Town staff regarding ongoing issues, projects and priorities.

Towards this end, every board and committee should have a Town staff liaison as well as a Select Board liaison. Communication with the liaisons should go through the chair of the committee. Care must be taken, especially by the chair of each committee, not to treat Town staff as its own staff; committees exist precisely to assist the Town's efforts to improve residents' quality of life by acting as an independent, yet still subsidiary, body.

Town staff and Select Board liaisons are not expected to attend the regular meetings of committees and boards unless that liaison is also a voting member of the same. The chair of the committee should only request liaison attendance when an agenda item requires the input of that liaison, and the issue cannot be reasonably addressed through an informal communication between the liaison and the chair outside of the regularly scheduled meeting.

B. Relations with Town Counsel

All Board and Committee members must consult with the Town Administrator, through the Chair of the committee, to request input from and/or contact with Town Counsel about any particular issue.

CHAPTER 5: PUBLIC MEETINGS

A. Time, Frequency, and Place

Each committee should establish a regular meeting schedule. Meetings should be frequent enough to ensure that the committee's charge is successfully met, but generally not less than monthly.

Meetings must be held in a place which is accessible to the public and accessible to the disabled in compliance with the Americans with Disabilities Act ("ADA"). Committees are urged to meet in a public building and/or a location authorized by the Open Meeting Law. The chair of each committee is responsible for arranging its meeting location by contacting the Town Clerk's Office and/or the Town Administrator's Office.

B. Agendas

The chair of each committee shall be primarily responsible for preparing meeting agendas.

To comply with proper notice requirements, the agenda must contain the name of the committee and date, time, and location of the meeting.

The agenda should include the list of topics that the Chair reasonably anticipates will be discussed at the meeting. It is suggested that the Chair include discussion matters on the agenda as this will help to avoid inconvenience to the citizens who attend a meeting to hear the committee address a specific item on the agenda.

C. Notice

The Open Meeting Law generally requires meeting notices to be publicly posted at least 48 hours in advance, which excludes weekends or legal holidays, before the scheduled meeting date and time. The Chair shall provide the agenda to the Town Clerk's Office for public notice as far in advance as possible of the 48-hour deadline to give the Town Clerk adequate time to post the meeting notice and agenda and balance the many other critical and time-sensitive duties of the Town Clerk's Office.

D. Minutes

Committees must keep accurate written records of its public meetings and vote to approve all minutes in a timely manner. The records of each regular meeting are available to the public.

Each committee should determine the system by which accurate minutes of all meetings will be kept. As previously stated, it is strongly recommended that each committee elect one of its members to serve as the clerk for the committee, which member shall be responsible for taking meeting minutes and ensuring the timely approval and proper filing

of the same. Town staff members and Select Board members/liaisons shall not serve as clerks, even if they are voting members of the committee. Under no circumstances should Town staff or Select Board liaisons be expected to keep meeting minutes for any board or committee.

Minutes must include a record of the date, time, and place of the meeting; the members present and absent; documents reviewed and/or discussed; actions items formulated and assignments given; and votes taken, including which member made a motion, who seconded the motion. If a roll call vote is taken or required, the minutes should also record the individual votes of each member. The exact wording of all motions must be recorded in the minutes. Minutes should also include summaries of discussions, and may include a schedule of future meetings.

Committees must vote to approve the minutes of every meeting in a timely fashion. This will generally be considered to be within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay. With the exception of executive session meeting minutes, outstanding minutes shall be voted on at a public meeting. Minutes shall be circulated to the committee in advance of the applicable meeting. At the request of any member, approval of minutes submitted shall be postponed until the subsequent meeting to enable such member to propose amendments. By vote of the committee, minor corrections may be made to minutes that are otherwise in order for approval without having to revote the amendment(s) at a future meeting.

Upon approval, the Chair must maintain a paper copy and an electronic version of all approved minutes for public record and file the same with the Town Clerk's Office in the manner required by Open Meeting Law. These minutes will form the basis for an annual report from each Town committee.

Once minutes are accepted by committee vote, they become the official record of the meeting and become a permanent public record. Any secretarial notes or shorthand, if not destroyed once the official minutes are accepted, are considered a public record under the Public Records Law. When applicable, minutes taken during executive sessions shall be separately kept and recorded in accordance with the above procedures. Minutes of an executive session shall be approved in an executive session called for the purpose of approving the same. Minutes of executive sessions shall be reviewed periodically by the committee chair for purposes of determining whether they can be made public; upon such a determination, the executive session minutes shall be placed on a public meeting agenda and voted on during the same, and thereafter be recorded with the committee's regular meeting minutes.

It is the opinion of the Secretary of State that any video or audio proceedings, once made, are public records (unless done in executive session) and may be subject to disclosure despite the adoption of official minutes. Therefore, it is recommended that any tape recordings which the board itself has made should be deleted or reused once the official minutes have been accepted by the board or committee.

E. Quorum Requirement

Committees must establish a quorum in order to conduct business, which must be, at a minimum, a majority of the committee membership.

F. Remote Participation

Absent a public health crisis or other justifiable cause, boards and committees should endeavor to hold their meetings in person, and not remotely.

1. Fully Remote Meetings

When an in-person meeting is not possible or practicable, boards and committees should first try to adjust the date and/or time of their scheduled meeting to work around the conflict causing the need for remote participation. If such conflict cannot be resolved, committees may elect to hold that meeting remotely instead. On such an occasion, the committee shall comply with the following rules and restrictions:

- The Chair must announce at the beginning of the meeting that the meeting is being recorded (as applicable). An automatic virtual announcement of such recording is not sufficient.
- Remote members must introduce themselves or be introduced.
- Cameras of board members should remain on to the extent possible.
- When holding a remote executive session, each member must state that no person is present or able to hear the executive session except for the member, unless the board approves otherwise.
- If live streaming stops, the meeting must similarly stop until the streaming continues. If live streaming does not resume, the meeting must be continued to a date that is at least two (2) business days later in order to meet proper notice and posting requirements.
- If a member has a conflict of interest in an agenda item, that member should be moved to the virtual audience for that matter; simply turning off the camera or muting the member's microphone is not sufficient.
- Any "chat" functions should be disabled so as to avoid inadvertent violations of the Open Meeting Law.

2. Individual Remote Participation

A member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), only if physical attendance would be unreasonably difficult.

a. Procedures for Remote Participation

- i. Any member who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of that member's request and the reason for the same.
- ii. At the start of the meeting, the chair shall announce the name of any member who will be participating remotely. This information shall also be recorded in the meeting minutes.
- iii. All votes taken during any meeting in which a member participates remotely shall be made by roll call vote.
- iv. A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the board or committee.
- v. Whenever feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants in advance of the meeting, copies of any documents or exhibits that that the chair reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting and identified in the meeting minutes.

b. Minimum Requirements for Remote Participation

- i. Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;
- ii. A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location;
- iii. Members of the committee who participate remotely may vote and shall not be deemed absent.

c. Technology

- i. Remote participants may use any form of technology that allows for their audio and, as possible, video participation.
- ii. When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
- iii. The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged wherever possible to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by

all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

G. General Rules of Parliamentary Procedure

The chair directs the meeting and the rulings of the chair must be followed. Any time a new chair is appointed, or by vote of the committee, committees shall determine the specific rules of parliamentary procedure by which they intend to conduct their meetings. This procedure shall be followed consistently, unless temporarily suspended by a majority vote. Regardless of the chosen parliamentary procedure, boards and committees must also adhere to the following guidelines:

- The Board must act as a body.
- Whenever practicable, action on critical or controversial matters shall be taken only when all members are in attendance.
- Members must be recognized by the Chair in order to speak.
- Every member must have an equal opportunity to participate.
- First-time speakers should be recognized before those who have already spoken.
- The Board may discuss a matter prior to presenting a motion on said issue.
- Any member, except the Chair, can make a motion.
- Seconds are required for a motion.
- With the exception of 3-member committees, the Chair shall not second any motion.
- Once seconded, any member may speak and vote on a motion (presuming no conflict of interest or other prohibition).
- A substitute motion can be made, or an amended motion can be made.
- The Chair shall conduct votes on each motion and declare the results.
- The Board should conduct meetings in the most efficient manner possible.

H. Citizen Participation

Board meetings are public meetings, which are distinct from public hearings, unless specifically noticed as such. The public and the press have a right to be present at any open meeting, but they do not have the right to participate unless the Chair recognizes them.

1. Generally

The Board may set aside a resident comment period before, during, or at the end of regular meetings. When applicable, the Board should adhere to the following guidelines

for public comment:

- Before sharing their substantive comments, residents should state their names, addresses and, if known, voting precinct.
- Each speaker should be limited to speaking once for a maximum of three (3) minutes.
- Residents may raise new issues for future board agendas, identify community problems, and comment on past, present or future board agendas.
- Absent extraordinary circumstances, the Board should not respond or react to the issues raised, and they should not be discussed or debated at that time.
- Request residents speak respectfully and refrain from criticizing or disparaging individual committee members, Town staff, or other resident group(s) or individual(s).
- Request residents refrain from making comments that contain political statements or include commentary, criticisms or other statements about any Town staff.
- Individuals may speak only at the discretion of the Chair.

If the Board or committee is considering matters of resident concern as a specific agenda item, the chair (or by majority vote of the committee) may allow such residents to ask questions or make statements relative to the matter under consideration, whether at the scheduled period for public comment or at the time the committee addresses that specific agenda item.

2. Removing Disorderly Persons

State law permits the Chair to order a person to leave a public meeting for unruly conduct and, if that individual does not comply, to order a constable or other officer of the law to remove the person from the meeting. *See* G.L. c. 30A, §20(g). The chair shall remove a person only under dire circumstances. The first step should be to take a recess. A police officer may be called in to speak to the person about being disruptive. When all else fails, the committee should consider adjourning the meeting to another date.

CHAPTER 6: EXECUTIVE SESSIONS

A. Purpose

The purposes for which an Executive Session may be convened are set forth in the Open Meeting Law, G.L. c.30A, §21(a). An Executive Session is a committee meeting that is closed to the public. Most business can and should be conducted in open session. Executive Sessions should be the exception, not the rule.

Prior to a committee posting notice for an executive session, the Chair should consult with Town Counsel, through the Town Administrator's Office, to confirm the lawful purpose, scope, and notice requirements of said meeting.

B. Scheduling

To the extent practicable, Executive Sessions should be scheduled at the beginning or the end of an open meeting. Only items clearly allowed under the State's Open Meeting Law shall be included in Executive Session. An Executive Session shall not be held unless the board or committee has first convened in Open Session for which notice has been given. A majority of the members must vote to go into Executive Session, and the vote of each member must be by roll call recorded in the minutes. The mover must specify in the Open Meeting the grounds for the Executive Session. Before the Executive Session, the chair must state whether or not the board or committee will reconvene in Open Session following conclusion of the Executive Session. While in Executive Session, the board or committee can only discuss matters that fall within the reason(s) stated for the Executive Session.

C. Voting in Executive Session

All votes taken in Executive Session shall be recorded roll call votes made part of the records of the Executive Session.

D. Minutes of Executive Session

Committees must maintain accurate records of Executive Sessions. At a minimum, the records must set forth the date, time, place, members present or absent and action taken.

Minutes of an Executive Session are not subject to public disclosure as long as publication may defeat the purposes of the Executive Session. The board or committee should periodically review its Executive Session meeting minutes to determine whether they can be made public. Releasing the minutes to the public is completed by majority vote of the appropriate committee, along with review of any necessary redactions under the Public Records Law, as applicable.

E. Confidentiality and Recordkeeping

Topics discussed in Executive Session are confidential. Attendees shall not discuss these matters with anyone until the purpose for calling the Executive Session no longer exists.

F. Rights of Individuals

When a governmental body wishes to discuss the reputation, character, physical or mental health, discipline, or dismissal of any individual, it must notify that person in writing at least 48 hours in advance of the meeting. If an executive session is held, the individual has the right to be present during discussion that pertains to him or her, to have counsel or a representative of choice present, and to speak on his or her own behalf. The individual also may request that the meeting be held in open session.

G. Procedures for Convening Executive Session

Boards and committees must abide by the following general procedures for convening an Executive Session:

- Notice of the executive session must be posted according to the same procedure as that of any public meeting.
- The Notice must include an open meeting with the Executive Session listed as an agenda item.
- The committee must first convene in an Open Session before voting to enter Executive Session.
- The Chair announces the purpose of the Executive Session, and the motion must specify the reason for entering Executive Session, including when applicable a declaration by the Chair that a meeting in open session would have a detrimental effect on the public body's position.
- The majority must vote in recorded roll call to enter into Executive Session.
- The Chair announces whether the meeting will reconvene in open session.
- Votes taken in Executive Session must be recorded roll call votes.
- At the close of the meeting, a majority must vote in recorded roll call to exit the Executive Session.

CHAPTER 7: PLANNING AND REPORTING

A. Reporting to Appointing Authority

Generally speaking, committees should expect that, at least annually, the chair of the Select Board may invite the chair of each committee, or its delegee, to present an update of that committee's progress towards its goals and actions taken, and to request assistance to further its efforts from the Town and Select Board, as applicable. Such coordination should take place through the Chair of the Select Board.

As needed, the Chair may request a meeting with the appointing authority to resolve any issues and report progress.

B. Town Report

Pursuant to the Town's General By-Laws, all committees are required to file a brief annual report of committee operations to appear in the Annual Town Report. The report should detail committee membership, activity over the past year, projected activity for the ensuing year, and challenges facing the committee that may benefit from Town assistance.

CHAPTER 8: WARRANT ARTICLES

The Annual Town Meeting is typically held on the third Monday in May. If a relevant article is on the warrant or if the committee's charge specifies a report to Town Meeting, the committee should prepare for Town Meeting accordingly. The committee should make reports or presentations clear, concise, and brief, keeping in mind the volume of articles generally included on a Town Meeting warrant.

Warrant articles for the Annual Town Meeting are to be submitted by a date set by the Select Board preceding the annual meeting. Warrant articles for a Special Town Meeting are to be submitted according to the schedule dictated by the Select Board.

Board and committees may submit non-monetary articles for the warrant directly to the Select Board. The Select Board will decide whether to place the request on the warrant. Financial articles must be timely submitted to the Town Administrator for review.

ACKNOWLEDGEMENT

Your signature below acknowledges that you have read the Board and Committee Handbook and agree to the terms outlined herein.

Your signature below further signifies that, upon your official appointment/election, you have returned or will return the following documents to the Town Clerk's Office:

1. A signed copy of the receipt of Open Meeting Law Materials;
2. A signed Oath Affirmation (found at the bottom of the appointment confirmation letter sent by the Town Clerk);
3. A Certificate of Completion confirming online Ethics training; and
4. A signed copy of the Town of Swampscott's Board and Committee Code of Conduct.

NAME: _____

BOARD/COMMITTEE: _____

TERM OF OFFICE: _____

DATE: _____