

GEORGETOWN BOARD OF SELECTMEN

PROCEDURES, POLICIES AND REGULATIONS MANUAL

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PROCEDURES

I. BOARD OF SELECTMEN

A. Authority for Board of Selectmen

The Board of Selectmen is an elected Board and derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts, and the By-Laws of the Town of Georgetown.

General Reference:

- Chapter 41, Massachusetts General Laws
- Handbook for Massachusetts Selectmen – Fourth Edition 2014; Massachusetts Selectmen's Association/Institute for Governmental Services, University of Massachusetts

B. Election & Qualification

In accordance with the Acts of 2008, Chapter 73, the Board shall consist of five duly elected members. Before assuming official duties, each newly elected member shall be sworn to faithful performance of official responsibilities by the Town Clerk.

C. Vacancies on the Board

When a vacancy or vacancies occur in the membership of the Board of Selectmen, the remaining members of the Board of Selectmen may call a special town election to fill the vacancy or vacancies for the unexpired term or terms, except that if such a vacancy or vacancies occur less than 100 days prior to the annual election and not less than three members of such Board remain in office, the vacancy or vacancies shall remain unfilled until such annual election.

D. Organization of the Board

The Chairman of the Board of Selectmen and Clerk shall be elected annually at the first regular meeting of the Board after the Annual Town Election. The Board may at any time remove the Chairman. The Chairman shall not serve more than three consecutive years.

A majority vote shall constitute an election. Nominations require no second. If a vacancy occurs in the office of Chairman, the Board shall elect a successor.

1 Responsibilities of the Chairman

The Chairman of the Board shall:

- Preside at all meetings of the Board.
- Sign official documents that require the signature of his/her office.
- Prepare agendas with the Administrative Assistant and Town Administrator.
- Arrange orientation for new members.
- Represent the Board at meetings, conferences and other gatherings unless otherwise determined by the Board or delegated by the Chairman.
- Serve as spokesman of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chairman.

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

In the absence of the Chairman, the Board shall defer to Clerk.

E. Internal Operation

1 Members Interaction

The Board functions as a body in all policy decisions and all other matters as required by law or determined by vote of the Board in formal session.

- Board members will report back to other Selectmen and the Administrator on significant meetings or hearings which they have attended and especially on issues on which Board action will later be required.
- The Chairman will notify Board members prior to the meeting if a particular strategy or approach has been suggested for dealing with potentially explosive agenda items.
- Board members will keep each other informed of all issues they are pursuing that are of concern to the Board.
- Board members agree not to surprise each other by last minute agenda items about

which others have no warning or knowledge of except in the case of emergency items or those of a strictly routine nature which need action prior to next scheduled meeting.

- Board members who wish to take issue with another member's conduct, behavior, procedures, will do so first privately with the member concerned or will notify him/her prior to first doing so at a public meeting.
- When individual members make a request of the Administrator for information of concern to the whole Board, the Administrator is to report back to the whole Board - not only the member raising the question.

2. Standard of Conduct

An individual member of the Board, including the Chairman, may act independently only if specifically authorized by the Board.

Members of the Board will behave with civility and courtesy. The Chairman will preserve decorum and prevent personal attacks. No one in attendance at the meeting will be allowed to make disparaging remarks about anyone including staff. The Chairman will rule inappropriate comments out of order and issue warnings to the offending parties.

F. Selectmen's Expense Reimbursement

Expenses in connection with in-state travel involving overnight accommodations or travel beyond 50 miles, round trip, may be reimbursed with the prior approval of the Board. Items may include transportation, meals, lodging, and registration fees. A voucher itemizing such expenses shall be submitted to the Administrative Assistant in a form approved by the Town Accountant within 10 days following completion of the travel.

Out-of-state travel by members of the Board of Selectmen should be approved only when the travel can unequivocally be shown to be in the best interest of the citizens of Georgetown.

Registration fees and other miscellaneous expenses incurred by Selectmen in their official capacity may be reimbursed by submission of said invoice to the Administrative Assistant. If a member of the Board travels as a member and does not seek reimbursement from the Town for expenses, he shall disclose to the Board the source of funding for the trip (personal funds, reimbursement by an outside agency, business support, etc.).

G. Conflict of Interest

Members of the Board of Selectmen will strictly adhere to the provisions of the Conflict of Interest Law, G.L. Ch. 268A, during and after their terms of office as certain restrictions remain in perpetuity and can also affect a business partner.

Members should avoid the appearance of conflict in their words and actions, including in the making of appointments.

Without proper public disclosure members “may not take any action that would create an appearance of impropriety, or could cause an impartial observer to believe your official actions are tainted with bias or favoritism.” (State Ethics Commission Introduction to the Conflict of Interest Law).

Individual Selectmen may not hire, promote, supervise, or otherwise participate in the employment of an immediate family member or their spouse.

Selectmen may not ask for or accept gifts worth \$50 or more from anyone with whom the Board has official dealings.

Members may request legal advice about how the law applies in a particular situation. Advice is free, confidential, timely and binding. Call the State Ethics Commission’s “attorney of the day” at 617-727-0600 or 888-485-4766. Advice may also be sought from Town Counsel whose conflict of interest opinions must be filed with the Commission for review.

New members of the Board should be briefed on the law’s implications by either Town Counsel or by attending one of the State Ethics Commission seminars.

See Appendix A: Conflict of Interest - Articles and primers prepared by the State Ethics Commission.

H. Ethics

1. Purpose and Scope

This Code of Ethics expresses the basic understanding of the organization of the Board of Selectmen under the statutes of the Commonwealth. The oath of office of a Selectman binds the individual member to those laws, since the Board operates under their authority.

2 Applications

This code applies to three areas of responsibility of Board members in addition to that set forth above: responsibility to the Community; relationships with fellow Board members; and responsibility in relation to the Town Administrator.

a Selectmen in relation to the community should:

- Be ever mindful that the basic responsibility is to the entire citizenry and that the Selectmen represents the entire community at all times.
- Recognize that the basic function of the Selectmen is policy making and not administration which is in the hands of the Town Administrator.
- Be well informed concerning the duties of a Selectman.
- Accept the office of Selectman as a means of unselfish service.
- Realize that it is inappropriate to make promises or commitments of how the Selectmen will vote upon matters which will come before the Board.

b A Selectman in relation to other Selectmen should:

- Treat fellow Selectmen respectfully and courteously.
- Recognize that actions at official meetings of the Board are binding and that the individual member cannot bind the Board outside such meetings.
- Uphold the intent of executive sessions and respect privileged communications that exist in executive sessions.
- Make voting decisions only after all facts on a matter have been presented and discussed.

c A Selectman in relation to the administration and particularly to the Town Administrator should:

- Accord the Town Administrator full responsibility for the conduct of that office and hold the Administrator accountable for acceptable results.
- Endeavor to establish sound and clearly defined policies which will guide and support the Town Administrator.
- Respect and support the administration chain of command and the authority of the Town Administrator.
- Respect and support the authority of the Town Administrator in all matters of employment, discipline and termination of administrative personnel.

II. EMPLOYEES OF THE BOARD

The Board of Selectmen shall appoint a Town Administrator, Town Accountant, Town Counsel and an Administrative Assistant to the Board, who with Board approval, shall appoint such other secretarial help as are deemed necessary to carry out the responsibilities of the office of Selectmen.

A. Town Administrator

1. Appointment

The Board of Selectmen shall appoint a Town Administrator in accordance with the Town's bylaws. The Selectmen shall set his/her compensation, subject to Town Meeting appropriation, and such other terms and conditions of employment that they may, from time to time, deem advisable. Such terms and conditions shall not be in conflict with the Town bylaws or any other special or general laws.

2. Powers and Duties

The Town Administrator shall perform such duties that, from time to time, may be requested by vote of the Board. The Administrator shall attend all meetings of the Board, shall keep the Selectmen fully advised of the needs of the Town and shall recommend to the Selectmen for adoption such measures requiring action by them or by the Town as the Administrator may deem necessary and expedient.

The Town Administrator is responsible for inter-board communication in the day-to-day operations of government. The Town Administrator shall develop a process for exchange of information and the provision for advice and recommendations among the boards, committees and commissions with common interests, which shall include but not be limited to the exchange of minutes, the establishment of a central repository for data, studies and reports and the appointment of members or staff of boards, committees or commissions as liaison with one another around common projects.

B. Town Accountant

1 Appointment

The Finance Director shall appoint a Town Accountant in accordance with Ch. 63, Sec. 8 of the Town's bylaws.

2 Powers and Duties

The Town Accountant shall have the following powers and duties: Perform a variety of complicated, detailed professional accounting work including the direction and supervision of specialized and technical fiscal control functions; coordinate the accounting functions of other departments' accounting and auditing activities; be responsible for disbursement and receipt of all municipal monies and the maintenance of all records in coordination with the treasurer. The Town Accountant shall develop, install, direct and supervise all accounting procedures and practices required by the Town; shall direct all accounting and financial activities of the Town; and shall review all payroll transactions, invoices for payments, statements of account, accounts receivable and accounts outstanding. The Town Accountant shall perform other duties as required by the applicable sections of the General Laws relating to Town Accountants.

C Town Counsel

1. Appointment

As specified in the Town By-Laws, the Board of Selectmen shall each year within thirty days after the annual election of Town Officers appoint an attorney at law as Town Counsel who shall serve a term of one year.

2. Powers and Duties

The Town Counsel shall have the powers and duties specified in the General By-Laws of the Town of Georgetown.

D. Administrative Assistant

The Administrative Assistant shall be hired by and report to the Town Administrator.

1. Duties

- a. Complete, detailed set-up and follow-up (including minutes) of Selectmen's meetings, and special meetings of the Selectmen.
- b. Assist the Town Administrator in answering the public's questions about the decisions and work of the board.
- c. Assist in preparing warrants for the Annual Town Meeting and Special Town Meetings.
- d. Process applications for licenses issued by the Board of Selectmen.
- e. Prepare list of annual appointments
- f. Notarize documents for the Board of Selectmen.
- g. Purchase office supplies.
- h. File all Selectmen's correspondence
- i. Update Town website and community signboard.

E. Evaluations

1 Town Administrator

The Board of Selectmen shall evaluate the Town Administrator's service annually. It is the policy of the Board to conduct the evaluation in January. This way all the Selectmen who have worked with the Administrator over a year can have input into the evaluation. The evaluation shall be in writing.

As a foundation for said evaluation, the Board of Selectmen shall work with the Town Administrator to develop measurable and specific goals against which the Administrator's performance shall be evaluated throughout the year.

The Chairman of the Board shall be responsible for distributing an evaluation form to all Board members. While the Board may change the form from time to time by affirmative vote of a majority of the Board, at a minimum the Board shall measure the Administrator's success in addressing the goals for the Administrator. Each member shall individually submit a written evaluation. The Board will then decide if a consensus report can be written or whether individual reports shall be presented. The Administrator shall discuss the comments with the Board Chairman prior to the public presentation.

The report shall be made a permanent part of the Administrator's personnel file. This file shall be maintained in the office of the Selectmen.

III. BOARD MEETINGS

A. Schedule

Selectmen's Meetings are held in the Third Floor Meeting Room of the Town Hall Building, on the second and fourth Monday evenings starting promptly at 7:00 P.M. unless otherwise determined.

The Board shall not meet on days designated as Legal Holidays. Meetings falling on a Legal Holiday are canceled or rescheduled at the discretion of the Board.

B. Notice of Meetings

The Administrative Assistant of the Board of Selectmen, on behalf of the Chairman, is responsible for filing a notice of the meeting with the Town Clerk at least 48 hours (including Saturdays, not Sundays or Legal Holidays) before the meeting is to take place and shall take all steps necessary to comply with the open meeting law.

C. Procedures

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure. It is the practice that application of such procedure be on a relatively informal basis, due to the size of the group and the desirability of flexibility in the expression of opinion. Robert's Rule of Order is used as a guide in matters requiring clarification or definition.

A quorum shall consist of three members of the Board. As a practical courtesy, action on critical or controversial matters, the adoption of policies or the making of appointments shall be taken whenever practicable only when the full Board is in attendance.

Actions and decisions shall be by motion, second and vote. Split vote will be identified by name. When only three members of the Board are present or in the case of nominations, no second will be required prior to Board action.

D. Citizen Participation at Board of Selectmen Meetings

Unless directly involved in an agenda item, citizens may only participate at a regular Board meeting at the discretion of the chair or upon request of any member of the Board.

E. Staff Members in Attendance at Board Meetings

1. The Administrative Assistant of the Board of Selectmen and the Town Administrator or their designees are expected to be in attendance at all regular meetings of the Board. The Administrative Assistant shall attend in order to keep records of the proceedings.
2. The Town Administrator, as Chief Administrative Officer of the Town, shall attend in order to keep the Board informed and advised and recommend in all matters that fall within the jurisdiction of the office. The Administrator shall carry out the actions of the Board as they relate to the conduct and administration of Town affairs under the Administrator's jurisdiction.
3. Recordings. According to law, any person in attendance at any Selectmen's open meeting may record the meeting by any means allowed by state law, provided that there is no interference with the conduct of the meeting.

F. Executive Session

If practicable, Executive Sessions, other than a few minutes in duration, will be scheduled only prior to the open meeting, or at the end of the 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 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 on which Executive Session is sought. Before the Executive Session, the Chairman must state whether or not the Board will reconvene in Open Session.

1. Executive Session Votes

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

2. Executive Session Records

The Board must maintain accurate records of both Open Meetings and Executive Session. At a minimum, the records must set forth "the date, time, place, members present or absent and action taken". Executive Session records shall remain secret only "so long as the publication may defeat the lawful purpose of the Executive Session, but no longer". Thereafter they shall be open to the public.

G. Special/Emergency/Working Meetings

1. Special Meetings

A meeting called for any time other than the regular meetings shall be known as a "Special Meeting". The same rules as those established for regular meetings will apply. Notice for Special Meetings will be posted at least 48 hours prior to the meeting. The Chairman or any member of the Board, through the Administrative Assistant, may call special Meetings provided that all Board Members are notified and that a majority of the members agree to meet.

2. Emergency Meetings

In a situation where immediate action is deemed by the Board to be imperative, an "Emergency Meeting" may be called. In this case an emergency is defined by law as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action". Such a meeting may be held even though notice was not posted in time. Notice of an "Emergency Meeting", pursuant to MGL Chapter 39, Section 23A, shall be posted as much in advance of the meeting as possible.

3. Workshop Meetings

The Board may conduct informal "Workshop Meetings" from time to time as the situation warrants. At such meetings, which will be posted in accordance with the Open Meeting law, no official action will be taken. A synopsis of transactions of informal meetings will be made a part of the minutes of the following regular meeting.

H. Agenda Procedure

1. Responsibility

The responsibility for coordinating and planning the weekly agenda is that of the Chairman. Each of the Board Members and the Town Administrator may place items on the agenda with the approval of the Chairman. The Administrative Assistant, after consultation with the Chairman, shall schedule a realistic time period for each appointment, interview, conference or other scheduled item of business and shall confirm all appointments including time allotted. The Chairman, in consultation with the Administrative Assistant and the Town Administrator, shall decide the meeting date on which an agenda item shall appear.

2. Timing

All items for the agenda must be submitted to the Administrative Assistant by twelve noon on the Wednesday preceding the meeting.

Items of emergency or strictly routine nature that develop after closing of the agenda may be considered under "Items not reasonably anticipated by the Chair 48 hours in advance of the meeting".

3. Format and Content

Agenda items include by way of example:

- Executive Session
- Warrant and Minutes
- Correspondence
- New Business
- Old Business
- Items not reasonably anticipated by the Chair 48 hours in advance of the meeting
- Selectmen's Reports
- Town Administrator Report
- Appointments and Approvals
- Adjournment

The Chairman will determine the order of the agenda.

Where an agenda item is the particular responsibility of a particular member of the Board or has been requested to be placed on the agenda by another board or committee or citizen, their name will appear after the agenda item. Thus, a Selectman seeking further information will know the name of the person to contact.

All backup data, pertinent information, or an outline for discussion shall accompany all subject matters or items to appear on the agenda.

Members of the Board, staff, Town Administrator or others who prepare background material for the meeting should submit such material to the Administrative Assistant by 12:01 p.m. on the Wednesday before the meeting. If background information is insufficient or complicated or if complex memos or motions are presented at the meeting which were not in the meeting packet, any member should feel free to request the tabling of the item to allow careful study of the material presented or the motion proposed.

4. Posting and Delivery

The agenda shall be available to the public and the press at the Selectmen's office the Thursday afternoon before the meeting date and shall be posted on the Town's website that same day. Also, the official agenda will be available to the Selectmen on Thursday afternoon. As a courtesy, the agenda and notice of meeting shall be sent to the local press. Copies of the minutes and all important correspondence, reports and other pertinent background materials shall be forwarded to the members of the Board with the agenda.

The special meetings of the Board shall conform insofar as practical to the agenda for the regular Monday meetings. Distribution shall be as outlined above.

Additional copies of the agenda shall be available in sufficient quantity to distribute to those requesting a copy and to the people in attendance at the meetings.

5. Notification of Interested Parties

The Administrative Assistant shall notify persons who are directly involved in the issues to be discussed by the Board of Selectmen making note of the time their item will probably be considered. This shall include items to be discussed under the Selectmen's and Town Administrator's reports.

I Minutes

- The Administrative Assistant shall draft minutes and shall distribute such minutes to each Selectman.

- Minutes circulated to members of the Board on or before any Thursday shall be in order for approval at the next regular meeting of the Board. On request of any Selectman, approval of minutes submitted shall be postponed till the next meeting.
- By unanimous consent, minor corrections may be made with respect to minutes otherwise in order for approval.
- Minutes shall contain a statement of all actions taken by the Board and of the disposition of all proposals for action. Discussions preceding action need not be detailed in the minutes but shall be available from the video record on request of any member.
- Minutes of executive sessions shall be separately kept and recorded in accordance with the above procedures.
- Minutes of executive sessions shall be reviewed periodically for purposes of determining whether they can be made public, and upon such determination shall be recorded with the regular minutes.
- Minutes (other than of executive sessions) are open for public inspection.

J. E-mail Communications

E-mail has become a convenient way to communicate with Boards and Committees. However, its use by members carries a high risk of violating the open meeting law. E-mails deprive the public of the chance to monitor discussions and exclude non-participating members.

In keeping with the Open Meeting Law and the Attorney General's interpretations, e-mail exchanges should be limited to discussing procedural items regarding agendas and scheduling, etc. It shall not be used to debate policy or convey opinions. This policy shall apply to all Boards and committees.

For further information see the full text of the Open Meeting Law at www.mass.gov/legis/laws/mgl/mgllink.htm (Chapter 39, Section 23B).

K. Open Meeting Law

Highlights of AG's Guidelines:

1. Applies to all governmental bodies.

- Covers subcommittees appointed by any governmental board, commission or committee even if they only make recommendations to full committee.
- Every meeting of a quorum (typically a majority) is covered; however, on-site inspections of a project do not qualify as a meeting.
- Every meeting of a quorum of a sub-committee is subject to the law.
- Meetings notices must be filed with the Town Clerk's office at least 48 hours in advance. The 48-hour notice requirement applies to adjourned and continued meetings.
- Committees must maintain accurate minutes for both open and executive session meetings.
- Executive Sessions are subject to a number of restrictions and requirements. For example, must first meet in open session and pursuant to a roll call vote to go into executive session.
- No person may address a meeting without permission of the presiding officer and all persons shall be silent at the request of the presiding officer.
- Meetings must be held in facilities accessible to persons with disabilities.
 - Serial telephone calls or e-mails: E-mail or telephone conversations among a quorum of members of the governmental body on an issue of public business violates the open meeting law, but housekeeping matters can be discussed.

Each Selectmen shall be furnished with a copy of the Attorney General's current Open Meeting Law Guidelines.

Open Meeting Law available on web at <http://www.mass.gov/legis/laws/mgl/mgllink.htm> (Chapter 39, Section 23B)

L. Operational Goals

1. Goal Setting

The Board of Selectmen annually set goals that can influence the community for many years. In setting goals the Board must think of short-term and long-range

needs as well as the future implications of those decisions. Goals should be established that will sustain the excellence that citizens demand.

Goal setting is typically done annually in July and is done collaboratively between the Board and the Administrator. By setting goals in July for that fiscal year, the staff has direction that will guide it through budgeting and articles for Town Meeting. The goals should be prioritized and adopted after public review.

Since the goals have far reaching implications, the Board should seek broad participation in the development of the goals. The following should be included in developing the operational goals:

- Each Board member should be asked to submit proposed goals.
- The Town Administrator should be asked to submit proposed goals.
- Senior Administrators should review the proposed goals and inform the Board as to whether or not the goals can be attempted or accomplished. They may also suggest additional goals.
- Review prior year's goals and include any not met that should be continued.

Once adopted, the operational goals of the Board should be made generally available to the public. Some suggested means of distribution are to Chairs of all Boards and Committees, posted on the website, published in local newspapers, etc.

2 Policy Development

The Board of Selectmen shall develop policies to serve as guidelines to the Administrator and citizens on a variety of issues. Adoption of new policies and revision of existing policies of the Board of Selectmen may only be adopted by affirmative vote of a majority of the Board of Selectmen at a duly noticed meeting of the Board of Selectmen.

All policies of the Board of Selectmen shall be recorded on the same form. Said form shall include the name of the policy, the date approved by the Board of Selectmen and the signature of the Chairman of the Board of Selectmen. Each policy shall contain the following sections: I. Background, II. Purpose & Scope, III. Application and IV. Reference. A sample form is attached in Appendix B.

IV. STANDING COMMITTEES

Standing committees, appointed by the Board of Selectmen, are established by statute or by-law and must be maintained. They are: ADA Coordinator, Affordable Housing Trust, Affordable Housing Task Force, Board of Health, Building Inspection, Cable TV Advisory Committee, Capital Improvement Planning Committee (2), Commission on Disability, Conservation Commission,

Council on Aging, Cultural Council, Economic Development Committee, Emergency Management, Fence Viewers, Hazard Mitigation Planning Committee, Historical Commission, Memorial Day Committee, Mobile Food Vendor Committee, Mosquito Larviciding and Spraying, Other Post-Employment Benefits Trust Fund Trustees, Parks and Recreation Commission, Registrars of Voters, Recreational Path Committee, Sealer of Weights & Measures, School Building Committee, Stormwater Management Committee, Traffic Review Committee, Veterans' District Representative, Zoning Board of Appeals.

It is the policy of the Board of Selectmen to appoint qualified citizens to the standing committees it appoints. The Board will normally appoint individuals to no more than one standing committee at any one time.

The Selectmen shall not exercise any control over the discretionary power vested by statute in any such board, committee, commission or officer.

V. ADVISORY COMMITTEES OF THE BOARD OF SELECTMEN

The Board may appoint advisory committees to aid on matters under the Board's jurisdiction, particularly in technical areas. The use of such advisory committees provides greater expertise and more widespread citizen participation in the operation of government.

Charges to advisory committees shall be in writing and shall include the work to be undertaken, the time in which it is to be accomplished and the procedures for reporting to the Selectmen. Each committee must report in writing at least annually to the Selectmen. The Selectmen and the Town Administrator shall be sent copies of all committee agendas. The Town Clerk must receive copies of all Committee charges, appointments and minutes. The Board will discharge committees upon the completion of their work.

The charges and membership of standing advisory committees shall be reviewed periodically -- at least annually -- to assess the necessity and desirability of continuing the committee. Reappointments will be based on an evaluation of the member's contribution, the desirability of widespread citizen involvement and the changing needs of the committee and the Town.

In order to attract qualified and interested persons, vacancies will be made public as far in advance of an appointment as practicable. An application form will be available in the Selectmen's Office, and on the Town Web site so that any citizen interested in participating in activities of this nature or in otherwise making a contribution to the town government may record their background, areas of interest and availability.

It is the policy of the Board of Selectmen to appoint qualified citizens to the advisory committees.

VI. APPOINTMENTS AND APPROVAL OF ADMINISTRATOR'S APPOINTMENTS

A. Selectmen's Appointments

1. Expiration Dates

For appointments to standing committees is June 30, or until a successor is appointed and qualified.

2. Criteria

Whenever possible, the Board will seek variety in backgrounds, interests, ages, sex, length of residence and geographic areas of residents, so that a true cross section of the community will be reflected. In order to attract qualified and interested persons, vacancies will be made public as far in advance of appointment as practicable.

3. Process

The Selectmen will publish on the Town's Face Book page, and on the Town's web site a list of the projected committee and board openings for the coming year, and a copy of the Committee Application form which can be filled out and returned to the Selectmen's office. The Committee Application form will also be made available at the Selectmen's Office, and on the Town web site. A file of applications will be maintained throughout the year by the Selectmen's Office and Town Administrator's Office, and made available to all town officials and employees who need to appoint citizen committees or make use of citizen talents and expertise.

The Selectmen's Administrative Assistant will:

- Present a list of the appointment vacancies to be filled by the Board annually.
- Notify the Chairman of the appropriate board or committee requesting recommendations regarding reappointment or the filling of vacancies.

- The Selectmen may meet with potential new appointees before making a final decision on the appointment. Appointments will normally be

made only when all members of the Board are present. Nominees do not require a second. Appointments will be made by a majority vote of the Selectmen.

- Annual appointments should be completed by June 30 or the statutory expiration date.
- Appointments to fill an unexpired term shall promptly take place after the Board has been formally notified by the Town Clerk that a vacancy exists.

VII. RESIGNATIONS

Under statute, all resignations of Town Officers, Board and Committee members must be in writing and filed in the Town Clerk's office. In addition, the written resignation shall also be sent to the appointing authority.

VIII. RELATIONS WITH OTHER TOWN BOARDS, COMMITTEES AND COMMISSIONS

The Board of Selectmen is aware that coordination and cooperation is needed among the town's major boards, committees and commissions, not only in the day to day operations of government, but also to: 1.) set town-wide goals and priorities; 2.) identify and anticipate major problems and plan for their resolution; 3.) develop a process for dealing with state government.

Therefore, as the executive board historically responsible for the over-all leadership and coordination of town affairs, the Selectmen will:

- Cultivate an atmosphere of mutual respect for each other's responsibilities and authority.
- Regularly schedule meetings with the chairmen of major boards and committees to carry out functions 1-3 listed above. One meeting, shall, if possible, be held between the annual election and the start of town meeting for the purpose of reviewing the warrant and expediting town meeting.
- Regularly schedule meetings of the Selectmen, finance committees and school committee with Georgetown's State Legislators to discuss legislative issues which affect Georgetown.
- The Chairman of the Board of Selectmen, in consultation with all Selectmen, shall appoint members of the Board of Selectmen to act in the liaison role defined above.

The Selectmen assigned to a liaison function shall keep the Board of Selectmen advised of significant developments and activities.

A Appearance at Regular Board Meetings

Boards, committees and commissions of the town may request an appointment with the Board by making the request in writing to the Administrative Assistant of the Selectmen, stating precisely the reason for the appointment and the action desired. Boards, committees and commissions are requested to forward a copy of all pertinent material related to the subject matter to be discussed to the office of the Board of Selectmen, by Wednesday 12:00 Noon prior to the scheduled appointment. The Administrative Assistant of the Board will notify those requesting an appointment of the time at which their appearance will be scheduled. If the appointment must be conducted in executive session, it will normally be scheduled at a time approximating the end of the Board's agenda.

IX. RELATIONS

A Relations with Citizens

The Board recognizes that it both represents and is accountable to all the citizens of the Town. It is the Board's policy to make every effort to strengthen communications with citizens. Measures will be instituted to increase citizen participation, encourage citizen input into governmental decisions and to keep citizens informed of all actions contemplated or taken by the Board, the Town Meeting and the Town Administrator which will affect them. To this end, the following steps will be taken:

- The Selectmen will hold some of their regular meetings at various areas in the Town. Although regular Board business will be covered, time will be allotted and special attention given to the issues and concerns of the citizens present.
- Regular Selectmen's meetings shall contain an agenda item that allows the public to bring issues to the attention of the Board.
- An individual citizen or group of citizens may request an appointment before the Board by making a request in writing to the Administrative Assistant of the Board stating precisely the reason for the appearance and the action desired and naming a spokesman for the group. Participants shall be given the opportunity to make a reasonable presentation through the spokesman and to express opinions and ask for pertinent information. Background data shall be prepared by the boards and departments concerned prior to the appointment insofar as possible, so that all parties involved can have a reasonable understanding of the subject matter.

- Persons who will be affected by proposed Board discussion and/or action will be notified by the Administrative Assistant of the date and time of meeting at which the matter will be discussed or acted upon by the Board.
- If the Board is considering matters of citizen concern at a regular meeting, the public will be allowed to ask questions or make statements relative to the matter under consideration at the discretion of the Chairman or upon request of any member of the Board.
- All citizen questions and complaints are to be answered promptly. Questions and concerns relating solely to the Office of Selectmen shall be answered promptly by the Chairman or at the direction of the Chairman, the Town Administrator. Those needing attention by the Board should be referred to the Chairman for inclusion in the next meeting agenda.
- All other questions and all complaints are to be referred to the Administrator's office for action or recommendations.

B. Relations with Town Administrator

The primary role of the Board of Selectmen is to set policy. The Town Administrator is responsible for implementing that policy. The Board of Selectmen will leave to the Town Administrator all the powers and duties necessary to carry out the Board's policies.

The Town Administrator will provide to the Selectmen all information, facts and reports necessary to establish or modify policies. At any time the Administrator may request guidance on matters of operation from the Board.

As a matter of courtesy, Board members should speak with the Town Administrator in private about any concerns or questions Selectmen intend to raise publicly.

C. Relations with Staff

The Personnel Bylaw vests in the Town Administrator direction, supervision, and evaluation of members of staff. Selectmen must respect this allocation and work through the Town Administrator when information requests result in follow-up action by staff. The Selectmen may ask staff questions directly. If the Selectmen seek reports or other work product they should discuss it with the Administrator before contacting staff.

If Board members wish to take issue with a staff member's conduct or work product, they will do so privately with the Town Administrator, not directly with the staff.

X. EMPLOYEE GRIEVANCES

These are to be handled as delineated in the Town's Personnel Policies and Procedures. Under the Personnel Bylaw, the personnel practices are formulated by the Town Administrator with the approval of the Selectmen. If employee grievances are brought to the attention of a Board member, it shall be Board policy to proceed as follows:

- Selectmen will not intercede or interfere with the process. The employee will be referred to the Town's Personnel Policy.
- If a meeting with a Board member is requested by any employee the Board member shall defer such meeting until the administrative process has been exhausted.

XI. HEARINGS BEFORE THE BOARD

Hearings before the Board of Selectmen generally shall be conducted in accordance with the following procedures. Variations may be necessary to comply with statutory requirements applicable to particular matters. The procedures for conducting hearings are hereinafter outlined:

A. Agenda

Upon receipt of a request for a hearing, the hearing will be normally included in the agenda for a regular meeting.

B. Notice

The Administrative Assistant will advertise the hearing (if required) and notify interested persons, such as abutters, as required by statute or as directed by the Chairman in the absence of statutory requirements. Abutters shall be broadly defined to include a reasonable circle of neighbors who may be affected by actions of the Board.

C. Procedures

- Hearings will be held in open session unless otherwise voted by the Board in compliance with the Open Meeting Law.

- The Chairman will announce the nature and purpose of the hearing, identify the particular matter, and recite the notice given. Where appropriate, the Chairman will outline the procedure to be followed.
- The order of presentation will be:
 - Statements by proponents
 - Receipt of recommendations from any Town agency, officer, or elected official.
 - Statements by opponents
 - Rebuttal statements by proponents and opponents
 - Where appropriate, questions may be asked of any person making a statement after the statement is finished. Questions will be accepted from members of the Board.
- The Board may permit persons not desiring to speak to record themselves as in favor or against the proposal. In the discretion of the Board, a show of hands may be taken.
- At the conclusion of the hearing, the Board may render its decision or take the matter under advisement, announcing the intended date of decision.

XII. LICENSES AND PERMITS

A. Scheduling

The Selectmen's Administrative Assistant will schedule licenses and permits. The Selectmen issue the following licenses and permits: Alcoholic Beverages, Auctioneer, Automatic Amusement Devices (Video Games), Beano, Bowling, Common Victualler, Entertainment, Fortune Telling, Garage/Yard Sale, Gasoline Storage, Innkeeper/Lodging House, Limousine, Parade, Sale of Second Hand Motor Vehicles (Class I, II and III), Taxi/Hackney and Theatre.

B. Applications

Applications for licenses and permits will be available in the Selectmen's Office.

C. Processing

Upon payment of the appropriate fees, the Selectmen's Office will be responsible for processing all applications.

D. Attendance

In the interest of all concerned, it is recommended that persons requesting new licenses or permits be in attendance at the Board meeting when the request is reviewed. The Selectmen's Administrative Assistant will notify all interested parties of the date and time of such review.

XIII. SPECIAL MUNICIPAL EMPLOYEES

Special municipal employee status under the Conflict of Interest Law, G.L. Ch. 268A, may be assigned to part-time or unpaid town officials by vote of the Board of Selectmen. The Board vote applies to the position held by an individual or individuals and not to a specific individual. A position designated by the Board as having "special" status remains such unless the designation is rescinded by a majority vote of the Board. Certain sections of the Conflict of Interest Law apply less restrictively to those holding positions designated as "special" for Conflict of Interest purposes. See Appendix C for a definition of a Special Municipal Employee and a list of the positions currently listed as "Special Municipal Employees".

XIV. WARRANTS

The Selectmen have the statutory responsibility for calling town meetings and preparing, publishing and distributing the warrant for them. The Selectmen govern what appears in the warrant, as well as the order of the articles.

They insert articles on their own motion and, by tradition, all those submitted by official boards, committees and commissions. Under Massachusetts's law they must insert articles upon the written request of a specified minimum number of registered voters of the town filed by the warrant closing date (ten registered voters for an Annual Town Meeting and 100 registered voters for a Special Town Meeting).

A. Annual

In January, the Selectmen vote to call the Annual Town Meeting, stipulating the time and place of the meeting and the day the warrant will be closed for the submission of articles.

During March, the Chairman of the Board of Selectmen, or their designee and the Town Counsel, Town Administrator and Selectmen's Administrative Assistant meet to establish the preliminary order of the articles, taking into account subject matter and efficient utilization of staff. The wording of articles is also reviewed.

Town Counsel reviews the final wording of articles submitted by the Selectmen and official boards, committees and commissions in consultation with the Moderator.

By law, citizen articles must be worded exactly as submitted.

B. Special

The Selectmen may call a Special Town Meeting at any time, but must call one on petition of 200 registered voters of the town. Such a meeting must be held not later than 45 days after the receipt of such a written request. The warrant must include all subjects requested by said petition. When the Selectmen vote to call the Special Town Meeting they stipulate the time and place of the meeting and the warrant closing date.

The process for drafting the warrant follows that outlined above in Section A, Annual Town Meeting.

C. State and Federal Elections

Wording for state and federal elections generally comes from the state. The Town Clerk's office shall provide the Board of Selectmen with a draft warrant. The Selectmen's Office shall prepare for Selectmen signature and mail the warrant.

Procedures adopted on April 10, 2017.

POLICIES VOTED BY THE SELECTMEN

REGULATIONS VOTED BY THE SELECTMEN

APPENDIX A
CONFLICT OF INTEREST

APPENDIX B
POLICY FORM

APPENDIX C
SPECIAL MUNICIPAL EMPLOYEES