

TOWN BULLETIN BOARD POSTING REGULATIONS FROM AMHERST HOME RULE CHARTER (UPDATED 7/17/2019)

Item	Posting Requirements	Charter Section
Proposed Bylaw (except emergency)	Not less than 14 days prior to final passage	2.10 (a) Bylaws and Other Measures
Council Vacancy	Minimum of 21 days prior to the meeting at which Council will fill the vacancy	2.12 Filling of Vacancies
Budget Submission/Message	Not later than May 1, simultaneous to TM submitting to Council	5.4 (b) Submission of Budget; Budget Message
Supplementary Budget/other appropriations	Minimum of 10 days before Council can act	5.6 (b) Supplementary Budgets, Other Appropriations
Vacancy in Town Office or Town Employment	For a period of not LESS THAN 14 days	6.2 (b) Principles in Appointing and Promotions
Drawing for Town Elections	Posted to Bulletin Board	7.1 Town Elections
Publication of Candidates Statements	Must be posted to Bulletin Board	7.6 Publication of Candidate Statements
Initiative Measures	The full text of any initiative measure which is submitted to the voters shall be published not less than 7 nor more than 21 days preceding the date of the election at which the question is to be voted upon	8.3 (e) Initiative Measures, Publication
Vacancy: Multiple Member Bodies	Whenever a vacancy occurs, or is about to occur, on a multiple-member body, the appointing authority shall immediately cause public notice of the vacancy, or impending vacancy, to be published on the Town bulletin board for a period of not less than 14 days.	9.12 (e) Uniform Procedures Applicable to Multiple Member Bodies: Vacancies
Voter Veto	The full text of a measure or part thereof protested by voter veto which is submitted to the voters shall be published not less than 7 nor more than 21 days preceding the date of the election at which the question is to be voted upon.	8.4. (d) Voter Veto Procedures
Adopted Rules/Regulations	As soon as administratively possible	9.13 Rules and Regulations Adopted by Multiple-Member Bodies



MCPPO
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Office of the Inspector General

Glenn A. Cunha, Inspector General

The Massachusetts Certified Public Purchasing Official (MCPPO) Program

ARE YOU A MEMBER OF A PUBLIC BOARD OR COMMISSION? *Know Your Responsibilities*

Prerequisite: None

Course Level: Basic

Instructional Method: Group-Live

Advanced Prep: None

This three-hour training is essential for every member of a public board, commission, committee or authority (collectively, "public board"), as well as for public officials who regularly interact with public boards. Attendees will learn about some of the tools needed to successfully conduct public board activity, oversee their organizations, and ensure public money is spent appropriately. Attendees will also learn how to identify and prevent fraud, waste and abuse and how to comply with key legal requirements applicable to public governing boards.

CLASS DATE:

October 29, 2019

6:00 p.m. - 9:00 p.m.

**Town of Amherst
Bangs Community Center
Large Activity Room
70 Boltwood Walk
Amherst, MA 01002**

Tuition Free

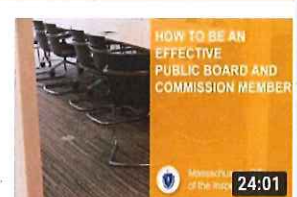
Please register by sending your name, title and the name of the organization you represent to MA-IGO-Training@mass.gov.

Thank you!

Topics covered include:

- Fiduciary duty and board responsibilities
- Preventing and detecting fraud
- Public records Law
- Open meeting law

You may want to watch our related training video at <https://www.youtube.com/watch?v=BFd9PmEhKZk>



Guide for Members of Public Boards and Commissions

How to be an Effective Member of a Public Board or Commission



Commonwealth of Massachusetts
Office of the Inspector General
Glenn A. Cunha
Inspector General
December 2017 Edition

Please see our website to download our *Guide for Members of Public Boards and Commissions* at <https://www.mass.gov/files/documents/2017/12/12/OIG-Guide-for-Members-of-Public-Boards-and-Commissions-December-2017.pdf>



Massachusetts
Municipal
Association

One Winthrop Square, Boston, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314
www.mma.org

MMA's Legislative Breakfast Meetings set for September 20, September 27 and October 4

*Please Register Today for the Latest Info on Fall Legislative Session
and State Budget Outlook!*

August 30, 2019

Dear Local Official,

The MMA's Annual Fall Legislative Breakfast series starts later this month as work begins at the State House on a Fall legislative agenda and as planning starts for the FY21 state budget.

The MMA's regional meetings are scheduled for three Friday mornings (September 20, September 27 and October 4) in six cities and towns across the state. We hope that you will join us at a meeting near you to talk about municipal priorities with area legislators, your municipal colleagues from the region, and MMA's legislative staff.

This series of breakfast meetings is scheduled to take place with the House and Senate getting ready to take up important public policy initiatives that have been in the works since the Spring, including zoning and housing production, Chapter 70 and charter school finance reform, and transportation finance. These three big issues all profoundly impact cities and towns, and your voice at these meetings is vital. There are also a wide variety of other important issues affecting local government ranging from new marijuana regulations and climate change initiatives to proposals on benefits for public employees and retirees – and a lot more!

The Fall also is an important time in the state budget process. The close-out of FY19 is still underway with the possibility of supplemental funding for local projects. These sessions will include an update on the FY20 budget as the first quarter mark approaches and a first look at FY21 that starts next July.

These meetings are a great time to connect with colleagues and legislators on the key local government issues of the day. Please register online at www.mma.org, or complete the attached registration form and mail it to: Alandra Champion, Massachusetts Municipal Association, One Winthrop Square, Boston, MA 02110, or by fax to: 617-695-1314, or by email to: achampion@mma.org.

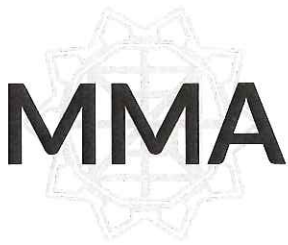
We look forward to seeing you at the meeting nearest you!

Sincerely,

Geoffrey C. Beckwith
Executive Director & CEO

RECEIVED

SEP 03 2019



2019 Fall Legislative Breakfast Meetings Please Register Now!

Please register online at www.mma.org, or complete this registration form and mail it to: Alandra Champion, Massachusetts Municipal Association, One Winthrop Square, Boston, MA 02110, or fax to: 617-695-1314, or e-mail to: achampion@mma.org

Registrant's Name: _____

Municipality: _____

Job Title: _____

Phone Number: _____

Email Address: _____

Breakfast Location (Please check the meeting you will attend):

September 20th

- Becket**, Town Hall Community Room, 557 Main Street
- Wilbraham**, Wilbraham Public Library Brooks Room, 25 Crane Park Drive

September 27th

- Fitchburg**, Fitchburg State University, Hammond Building, 160 Pearl Street
- Marlborough**, Jericho Lodge, 496 Brigham Street

October 4th

- Halifax**, Halifax Town Hall, 499 Plymouth Street
- Lynnfield**, Al Merritt Media Center, 600 Market Street

While the meetings are free, attendees are asked to pre-register so the planners can have an accurate count. All legislative breakfast meetings will begin at **8:00 a.m.** and end by **10:00 a.m.**

THANK YOU FOR REGISTERING – WE LOOK FORWARD TO SEEING YOU THERE!