

## Posting Agenda

<https://www.amherstma.gov/calendar.aspx?month=3&year=2019&day=7&CID=0&Keywords=&startdate=&enddate=>

### Town Council Rules of Procedure Committee

Tuesday, March 5th

RECEIVED: 2/14/19 at 12:39 pm. REVISED: 2/28/19 at 2:20 pm. TOPICS: Referrals from Town Council 2-25-19: Charter Sections 5.5(b) rules for the appointment of non-voting residents to Town Council Finance Committee & 2.9(d) rules for selection of Town Councilors as non-voting liaisons to multiple-member bodies, the School Committee &/or the Library Trustees & defining the role of non-voting liaison. Ongoing review of Interim Rules of Procedure adopted by the Town Council 01-28-19. Ongoing discussion of previous Bylaw Review Committee Proposal for Rules and Procedures as well as multiple examples from other communities. Update Work Plan for permanent Rules of Procedure under Amherst Home Rule Charter Section 2.6(d). Use of terms including Orders, Measures, Subcommittee. Review of Trials underway on Public Comment and form of Town Councilor Address. Approve Minutes of 02-04-19. Public Comment. Topics the Chair did not reasonably anticipate 48 hours before the meeting.

#### **Time:**

5:30 PM - 7:30 PM

#### **Time Details:**

Replaces 02-12-19 meeting cancelled due to storm conditions.

#### **Location:**

[View Facility](#)

Town Room

#### **Address:**

4 Boltwood Ave

#### **Email:**

[Email](#)

#### **Links:**

[Town Council webpage](#)

Liaisons from Section 8 pg 14 of Amherst SB Appointed Committee Handbook:

<https://www.amherstma.gov/DocumentCenter/View/5469/AppointedCommitteeHandbookDraft2011-09?bidId=>

### 8.2 Liaison with Select Board

Select Board members serve as liaisons to many Town Committees. The Committee Chair consults with the liaison when problems occur. The Select Board liaison keeps in touch with the Committee's work by attending meetings when possible, talking with the Chair, and receiving minutes, agendas, and reports. The liaison may Chair the first meeting of a newly established Committee, explain the charge, and preside over the election of a Chair who will then take over the meeting.

The liaison does not have a vote on the Committee but is sometimes asked to give an opinion or assistance. Occasionally, a special Committee is made up of representatives from many Committees; in those cases, all members may be voting members. It is best to clarify voting or nonvoting status at the beginning of the Committee's work. The liaison reports to the full Select Board from time to time about the Committee's progress.

### 8.3 Liaison with Staff

To the extent possible, the Town Manager appoints a staff member, usually a department head, to serve as liaison to each Committee. The liaison attends Committee meetings as necessary; his/her responsibilities vary, depending on the charge of the Committee, but generally include providing technical support and information. The staff liaison remains responsible to the Town Manager, not to the Committee. He/she keeps the Town Manager informed of the Committee's work, particularly policy issues, significant problems or developments, workload difficulties, and any other items which may be of significance. The Town Manager may seek input from the Committee Chair prior to the annual review of the liaison's job performance. Requests for legal assistance from Town Counsel should be directed to the Town Manager through the Committee's staff liaison.

**Other Town Councils Committee Provisions: President Ex Officio Status, Councilor Participation on Committees where not appointed; Council Appointing Councilors to Committees not of the Council**

**President Ex Officio**

**East Longmeadow: RULE 2 - ROLE OF COUNCIL PRESIDENT**

The Council President shall perform all duties as outlined in Article 2, Section 3 of the Home Rule Charter. The President shall serve as ex-officio member of all Council Committees.

**Easthampton: RULE 2 ROLE OF COUNCIL PRESIDENT**

The President shall serve as ex-officio member of all Council Committees, and as such shall have full power and authority to attend all meetings of council committees and subcommittees. including any portions of such meetings held in closed or so-called executive sessions but shall have the right to vote only in the case of a deadlock.

**Randolph: SECTION 10: THE PRESIDENT -- POWERS AND DUTIES**

The President shall serve as ex-officio member of all Council Committees. The President may also be designated by the Council to be its representative to all boards and commissions.

**Greenfield. Rule 3 B.b.6** The presiding officer shall be ex-officio member of all committees. In the absence of a quorum of any standing subcommittee of the Council, the Town Council President and/or the Vice-President may become a voting member of the subcommittee.

**Winthrop:** The Council President shall be an ex-officio, non-voting, member of all Committees, but may not serve as chairperson of any.

**Council member participation on subcommittees where not a member**

**Braintree: Rule Thirty-Three: Attendance of Councilors at Committee Meetings**

The attendance of a Councilor at a committee meeting or at a meeting of another board, committee or commission or like entity of the Town shall be in his/her capacity as the representative of his/her constituency and shall not be counted or constituted as part of a quorum of the Council, unless the Council has called for and convened a meeting of the Council in accordance with the Town Charter, Rules of the Council or other provisions of applicable law

**Framingham: Rule 13b.** The attendance of a council member at a subcommittee meeting or ad-hoc committee meeting of which they are not a member must comply with the Open Meeting Law.

**Newton:** Councilors who are not members of the committee are entitled to participate fully in the discussion of the committee.

**Committees not of the Council**

Randolph: At the second Town Council meeting in the month of January, the Council shall appoint the following positions by a majority vote: - Representative to the Regional Veterans' Council (only in odd numbered years) - Tri-Board and Joint Board Representative, if the President elects not to serve - Library Trustees (2) - Any other committee or boards whose composition includes a Councillor(s)

## 8.0 REPORTING PROCEDURES

### 8.1 Appointing Authority

The Select Board recommends that the Committee Chair report regularly to the Select Board liaison and/or the staff liaison about the Committee's actions and plans. The Select Board liaison and/or staff liaison can be particularly helpful in maintaining communication between the Committee and appointing authority. If needed, the Chair may request a meeting with the appointing authority to resolve problems and report progress.

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### 8.4 Public Information Meetings

The success of a Committee's endeavors often depends on effective communication with the public. The Committee should hold public meetings and hearings when needed both to inform citizens of work in progress and to gain public reaction and response. Where appropriate and in consultation with the staff liaison, the Committee might issue press releases periodically to keep the public informed.