



## Committee Charge

### 2024 Charter Review Committee

<b>Name:</b>	2024 Charter Review Committee
<b>Type:</b>	Time-limited
<b>Legal Reference:</b>	MGL Chapter 43B, Section 10* and all other applicable Laws of the Commonwealth of Massachusetts and Charter Sections 9.1 and 9.6
<b>Appointing Authority:</b>	Town Council per Home Rule Charter Section 9.6
<b>Number of Voting Members:</b>	Nine (9)
<b>Number of Non-Voting Members:</b>	None
<b>Term of Appointment:</b>	April 1, 2024 through presentation of Final Report to the Town Council
<b>Special Municipal Employees:</b>	Yes
<b>Staff Support:</b>	Clerk of the Town Council

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#### Composition:

- Nine (9) Residents: Per Charter SECTION 9.6, “All members of the Committee shall be voters not holding elective office when appointed.” The membership shall reflect the diversity of the Town of Amherst population.

#### Background:

SECTION 9.6: PERIODIC REVIEW OF CHARTER requires that “The Town Council shall provide, in every year ending in a 4, for a review of the Charter by a special committee to be established by Town Council. All members of the committee shall be voters not holding elective office when appointed. The committee shall file a report within 1 year recommending any changes to the Charter which it deems necessary or desirable, unless an extension is authorized by vote of the Town Council. The Town Council shall vote upon the recommendations in the report within 90 days of receipt of the committee’s recommendations. Action on all proposed charter changes shall be governed by Section 9.1 of this Charter.” (Section 9.1: CHARTER CHANGES, states that “This Charter may be replaced, revised, or amended under any procedure made available under the Massachusetts constitution or general laws.”).

**Purpose:** To review the Amherst Home Rule Charter in accordance with all applicable Laws of the Commonwealth of Massachusetts that define what features of the Charter may be changed consistent with the present form of government defined by the Charter adopted by the Town of Amherst on September 25, 2017. \*

#### Charge:



The Committee shall:

- Develop an understanding of the Commonwealth of Massachusetts Law and the existing Home Rule Charter that define the present form of government for the City known as the Town of Amherst as defined by Amherst Home Rule Charter, September 25, 2017.
- Raise public awareness of Charter Review process through various community outreach efforts (i.e., Town websites, request community organizations to include information in their newsletters, etc.)
- Develop and deploy a variety of feedback mechanisms (i.e., surveys, invitations to testify, public meetings, focus groups, etc.) throughout the review process
- Analyze feedback from the community prior to initial, preliminary, and final reports
- Hold a Public Forum on preliminary report
- Review, propose, and report on process, deliberations, drafts, and recommendations in three stages: initial, preliminary, and final (see Reports Section for contents and timing).

**Reports:**

The Committee shall submit to the Town Council and publish three (3) reports on a dedicated section of the Town's website:

- Initial report with draft changes to the Charter;
- Preliminary report with recommended changes to the Charter, also showing a comparison of all proposed changes to the present language in the Charter; and
- Final Report with recommended changes to the Home Rule Charter, including both a comparison of all recommended changes to the present language in the Charter and reasons for the recommendations. The Final Report must be submitted to the Town Council by April 1, 2025, unless the Committee requests and the Council grants an extension, per Charter Section 9.6.

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**Charge Adopted:** [date]

**Charge Revised:**

**SME Status Voted:** [date]

*\* MGL Chapter 43B, Section 10 cannot be used to change the composition, mode of election or appointment, or terms of office of the local legislative body, the mayor, the selectman, or the City or Town Manager.*