

**CRC RESOURCE PAGE
MULTI-MEMBER BODIES' ORGANIZATION, SUNSET STANDARDS
AND ETHICAL STANDARDS**

1. EXCERPTS FROM TOWN OF CHATHAM CHARTER

A. "Part V Administrative Organization

Section 5.1 Organization of Town Government

b) Method of Organization – Town Boards, Committees and Commissions

Unless otherwise provided by this charter, the establishment and organization of boards, commissions or committees shall be the responsibility of the board of selectmen. Subject only to the express prohibitions of the laws of the commonwealth or the provisions of this charter, the board of selectmen may by vote prescribe the term of office, reorganize, consolidate, create, merge, divide or abolish any town board, commission or committee, in whole or in part, establish such new board, commission or committee as deemed necessary or advisable, and prescribe the functions, purpose and responsibilities of such boards, commissions or committees. Nothing in this section shall prohibit the town meeting from authorizing the appointment of one or more committees. Votes of Town Meeting which authorize the formation of such committees shall state the charge, composition and town agency to be the appointing authority, if it is not the board of selectmen. The tenure of any such committee shall continue under its charge and until abolition by or change by a subsequent town meeting."

B. Section 5-2 Sunset Provision [Amended 1-10-2013 by Chapter 457, Acts of 2012; amended 5-11-2015 ATM by Art. 26, approved 5-12-2016 Annual Town Election]

Annually, the board of selectmen shall consider the administrative and practical needs of all town boards, commissions and committees under the jurisdiction of the board of selectmen. During the course of such consideration, the board of selectmen shall review whether each board, commission or committee has a defined purpose or functions or if there is another possible method of achieving the mission of the board, commission or committee. If the board of selectmen determines that any board, commission or committee does not appear to serve a purpose or that another method of achieving the board, commission or committee's mission is desirable, the board of selectmen shall hold a public hearing and take any action deemed necessary.

C. Part I Incorporation and Authority

Section 1-8 Ethical Standards [Added 5-11-2009 ATM by Art. 31, approved 5-13-2010 Annual Town Election; amended 1-10-2013 by Chapter 457, Acts of 2012]

Elected and appointed officers, officials and employees of the town of Chatham are expected to demonstrate, in their general conduct and in the performance of their duties and responsibilities, the highest ethical standards. Elected and appointed officers, officials and employees of the town of Chatham are expected to recognize that they hold their

offices or positions for the benefit of the public and that while acting in their official capacities they are expected to faithfully discharge the duties of their offices in the public interest, regardless of personal considerations. Elected and appointed officers, officials and employees of the town of Chatham shall not use their official positions to secure or to grant special consideration, treatment, advantage, privilege or exemption to themselves or to any other person beyond that which is available to every person.

D. CHATHAM COMMITTEE HANDBOOK 2016

Board of Selectmen Liaison

Each Selectman is assigned to serve as liaison to several town committees. Personal attendance at a committee's meetings is at the discretion of the assigned Selectman Liaison. The duties of the Selectmen Liaison are to maintain communication with the assigned committee; review its deliberations and/or minutes; be included in the committee information notices and meeting postings, and keep the Board of Selectmen advised and updated on the committee's progress.

Other than advise on points of procedure, the Selectmen Liaison does not directly participate in or direct the deliberations of a committee; nor is the Selectman Liaison an ex officio member of the assigned committee. Should the need arise, the Chair of a committee should contact the Selectman Liaison to arrange a joint session of the committee with the Board of Selectmen. The committee chair may also contact the Chairmen of Selectmen directly.

Town Staff Liaison The Town Manager may appoint a staff member, often an appropriate department head, to serve as a Town Staff Liaison to a committee. The Staff Liaison serves as a facilitating resource to the committee, providing institutional knowledge, supporting documents and informed guidance on matters of concern to the committee. The Staff Liaison keeps the Town Manager informed of the body's work and any items of significance which may arise. The Town Staff Liaison does not direct the deliberations of the committee; nor is the Town Staff Liaison an ex officio member of the assigned committee. Committee requests for the Town Manager to appear at a scheduled public meeting should ordinarily flow through the Staff Liaison or the Board of Selectman liaison.

Staff Support Some committees have a Town staff person who serves as an administrative assistant. In such cases, the town staff person may record minutes of meetings, prepare and circulate information for meetings and perform other administrative duties.

2. EXCERPTS FROM TRURO CHARTER – re APPOINTMENTS

6-4-4 The Town Meeting or the Board of Selectmen may from time to time establish other multi-member bodies for particular purposes. The appointment of ad hoc committees by the Board of Selectmen shall be made only for specific and immediate purposes, and any

such committee shall be appointed for a definite period of time, not to exceed two years. Should the particular purpose for which an ad hoc committee was created not be resolved at the expiration of the two-year appointment, such committee may be reappointed for an additional one-year period. (119/2000)

6-4-5 Any multi-member body created by Town Meeting shall continue to exist until dissolved by vote of the Town Meeting, unless the vote creating such body provides for a definite time of dissolution. (119/2000)

6-4-6 Any multi-member body created by the Board of Selectmen, except those ad hoc committees as may be appointed in accordance with section 6-4-4 of this Charter, shall continue to exist until dissolved by the Board of Selectmen, unless the vote creating such body provides for a definite time of dissolution. (119/2000)