

Last but not least...

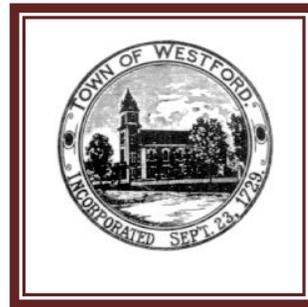
**MINUTES MUST BE TAKEN (TYPED) AND
SUBMITTED TO THE TOWN CLERK'S OFFICE.**

Minutes should include the following information:

- Date, time and location of meeting
- Who was in attendance
- A summary of what topics were discussed and any votes that were made
- List of documents used for the meeting
- Time the meeting was adjourned



If you can't make the meeting, ask about our Remote Participation Policy



Town of Westford

Town Clerks Office
55 Main Street
Westford, MA 01886
Phone: 978-692-5515
Fax: 978-399-2555
townclerk@westfordma.gov
Mon – Fri 8am to 4pm

Town of Westford



For Board &
Committee
Members

A Helpful Informational
Guide

Getting Started

Once you are appointed or elected:

1. You will need to be sworn in by the Town Clerk's Office prior to attending any meeting of this board/committee in order to vote.
2. You will need to acknowledge receipt of **Conflict of Interest Summary** annually and take the **Ethics exam** every two years. A copy of the certificate you print at the completion of the test must be sent to the Town Clerks office for filing.

In order to comply with Open Meeting Law and Conflict of Interest Law (attached), please observe the following guidelines:

3. Meeting agendas **must** be posted with the Town Clerk's Office a minimum of 48 hours prior to any meeting (this excludes weekends and holidays - meetings are not permitted on State Holidays). You may email them to townclerk@westfordma.gov.

Please see the following from the Attorney General's Office regarding holding a meeting without properly posting an agenda within the allotted time frame:



There are a few boards/committees whose meetings are televised on WestfordCAT

- **From the Attorney General's Office.** If a public body does not post notice for a meeting 48 hours in advance, and the meeting does not qualify as an emergency meeting, then the public body **may not** hold the meeting. Whether or not the public body takes votes during the meeting has no bearing on the notice posting. There cannot be any deliberation without posting notice 48 hours in advance. In a recent determination, OML 2014-41, we found a public body to have intentionally violated the Open Meeting Law by meeting after the body had been told that its notice was not timely posted. We recommended the Committee be fined.

Suggested Meeting Places

- ✓ **J.V. Fletcher Library**
Holly Sheridan-Prichard @ 978-692-5557 (call for hours of operation)
hprichard@westfordma.gov
- ✓ **The Millennium School**
(located behind the Abbot School)
Nancy Hill 978-692-5560 x2100
Monday – Friday 8:00am – 4:00pm
nhill@westfordk12.us
- ✓ **Town Hall**
If you **do not** have a Town Hall staff member assigned to assist your board/committee please contact:
Tina Landry 978-399-2901 Monday – Friday 8:00am – 4:00pm
tlandry@westfordma.gov

- If you hold your meeting at town hall after hours, please be advised that you will have to go to the police station and leave your driver's license with them to keep the town hall open during your meeting. Once your meeting has finished you may retrieve your license from the police station and they will lock the doors.
- 4. It is up to the board/committee to ensure the public has access to the meeting from beginning to end with the exception of an Executive Session. Make sure doors are unlocked, etc.
 - **Executive Session requirements:**
 - Valid reason (see Open Meeting Law Guide)
 - Opening meeting, then adjourn to executive session (which has also been posted)
 - Roll call votes to enter into and out of executive session



Thank you for volunteering!

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