



Measure #: 2025-106

## TOWN COUNCIL MEASURE SUBMITTAL

Date: 6/23/2025

Submitted By: Councilor Donovan

Telephone #: 508-699-0100

### MEASURE DESCRIPTION:

Approval of a New Council Rule- Section 3(e): Notification of Appointments Subject to Confirmation—to formalize a consistent procedure for receiving and reviewing appointments made by the Town Manager that require Town Council confirmation under the Charter.

Signed:

### PURPOSE AND JUSTIFICATION:

Background:

Sections 2-7 and 4-3(a) of the Town Charter give the Town Manager the authority to make certain appointments, subject to confirmation by the Town Council. The Council has 21 days from the date of notice to act, after which the appointment is deemed confirmed.

Currently, there is no formal Council rule governing the form or content of such notice. This has led to questions about when the 21-day confirmation window begins and what information the Council should expect when reviewing an appointment.

Purpose of the Proposed Rule:

- To clarify how and when the Council receives notice of appointments.
- To request supporting materials that aid in transparency and decision-making.
- To ensure consistent calendaring and tracking of confirmation timelines.
- To respect the Charter's framework while improving Council procedures.

Legal and Charter Compliance:

The proposed Rule does not alter the appointment powers of the Town Manager or the confirmation mechanism set forth in the Charter. It establishes expectations and internal procedures for the Council's review process and clarifies that the rule is non-binding on the Town Manager in any legal sense.

### SPECIAL REQUIREMENTS:

ATTACHMENTS: Chapter C. Charter Document and Section 3: Town Council Business Document

REFER TO SUB-COMMITTEE: Rules Sub-Committee

## Section 3: Town Council Business

### *e. Information and Document Distribution*

#### e. Notification of Appointments Subject to Confirmation

##### a. Form of Notice

In accordance with Sections 2-7 and 4-3(a) of the Charter, the Council expects that all appointments subject to confirmation shall be transmitted by the Town Manager to the Council President in writing or electronically.

i. The notice may be submitted in the form of a measure, memorandum, or other document, so long as it clearly identifies:

- a) the name of the appointee,
- b) the position to which they are being appointed,
- c) the effective date of the appointment, and
- d) the term of the appointment, if applicable.

##### b. Supporting Materials

To assist the Council in evaluating appointments, the Council respectfully requests that the Town Manager include available supporting materials with the notice. These may include a resume, application, cover letter, or other relevant background information.

##### c. Commencement of Review Period

The 21-day period for Council action, as defined in the Charter, shall begin upon the delivery of notice to the Council President. The Council Clerk shall record the date of receipt and ensure the matter is calendared appropriately.

##### d. Non-Binding Request

Nothing in this Rule shall be construed to alter the Charter's provisions regarding the Town Manager's appointment powers or the default confirmation mechanism. This Rule is intended to promote transparency and clarity in the Council's process and may be amended by vote of the Council.

*Town of North Attleborough, MA  
Tuesday, June 3, 2025*

## Chapter C. Charter

### Article II. LEGISLATIVE BRANCH

#### SECTION 2-7. Council appointments and confirmations.

- (a) Council appointments. The Town Council shall appoint an independent Town Auditor as provided in Section **6-9** and a Town Manager as provided in Section **4-1**.
- (b) Confirmation of certain Town Manager appointments. Appointments made by the Town Manager of department heads and members of multiple-member bodies shall be subject to confirmation of the Town Council, all as provided in Section **4-3(a)**.