



Measure #: 2025-058

TOWN COUNCIL MEASURE SUBMITTAL

Date: 04/14/2025

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Approval of a Bylaw to create a Standing Confirmations Sub Committee.

Signed: _____

PURPOSE AND JUSTIFICATION:

Purpose:

The Town Manager has the power under Section 4-3 of the Charter to make appointments of Department Heads as well as members of Multiple-member bodies subject to confirmation by the Town Council. In order to better prepare the Town Council to vote on those confirmation, it is proposed that the Town Council form a Standing Confirmations Subcommittee.

Justification:

The roll of the Standing Confirmations Subcommittee will be to review the resume' and/or applications for any persons whose appointment is referred to the Town Council under Section 4-3 of the Charter. Measures for appointment will be brought to Town Council with sufficient time to allow referral to the sub-committee, deliberation by the sub-committee, and referral back to Town Council with the twenty-one (21) day period allowed by the Charter.

SPECIAL REQUIREMENTS:

ATTACHMENTS:

REFER TO SUB-COMMITTEE: Bylaw

§ 5-6. Town Council Standing Public Transparency and Engagement Subcommittee.
[Added 11-7-2022 by Measure 2023-012; Amended XX-XX-2025 by Measure 2025-058]

- A. Composition. The Town Council Standing Public Transparency and Engagement Subcommittee shall be comprised of five members. The complement of the Standing Committee shall be comprised of three Town Councilors and two residents. Members will serve for a term of one year.
- B. Responsibilities of the Chair. The Chair of the Standing Public Transparency and Engagement Subcommittee shall be a Town Councilor appointed by the President of the Town Council and will be responsible for the following: maintaining the schedule and developing agendas, notifying the Town Council Clerk for posting and locations of meetings and reporting to the Town Council. The Chair will appoint a Committee Clerk/Secretary from amongst the Committee members, who will be responsible for taking the meeting minutes. The Chair may appoint a Vice Chair from amongst the Councilors on the Town Council Standing Rules Committee, who can lead meetings if/when the Chair is unable to attend.
- C. Purpose. The duties and responsibilities of the Standing Public Transparency and Engagement Subcommittee are to advise and make recommendations to the Town Council on the following:
- 1) matters related to transparency between the Town government and its residents
 - 2) matters related to the confirmation of Department Head and Multiple-member body appointments made by the Town Manager pursuant to Section 2-7 and Section 4-3(a)(1) & (2) of the Charter.
- D. Procedures
- 1) In order to ensure adequate time for sub-committee referral and Council action, the Town Manager shall give notice of appointments as a measure during a Town Council meeting. Notice may not be provided during any period in which two regularly scheduled Council meetings are not held within 21 days.
 - 2) At the time of notice to the Town Council, the appointing authority shall submit all standard application materials to both the sub-committee and the full Council. These materials shall include, at a minimum, the candidate's resume', application form, cover letter, and any relevant supporting documentation, to enable timely and informed review with the Charter's twenty-one (21) day window.
 - 3) The sub-committee may conduct preliminary reviews of appointees through liaison outreach and private discussions with nominees, as appropriate. The sub-committee shall summarize any findings, qualifications, concerns, or recommendations for the Councils consideration prior to a confirmation vote. The sub-committee may, at its discretion, invite any nominee to appear at a scheduled sub-committee meeting.
- E. All Subcommittee members shall comply with the Open Meeting Law¹ and shall provide a period at each regular meeting for public commentary.

1. Editor's Note: See MGL c. 30A, §§ 18 to 25.

DRAFT Town Council Standing Confirmations Subcommittee.

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- C. Purpose. The duties and responsibilities of the Standing Confirmations Subcommittee are to advise and make recommendations to the Town Council on matters related to the confirmation of Department Head and Multiple-member body appointments made by the Town Manager pursuant to Section 4-3(a)(1) and (2) of the Charter.
- D. All Subcommittee members shall comply with the Open Meeting Law¹ and shall provide a period at each regular meeting for public commentary.