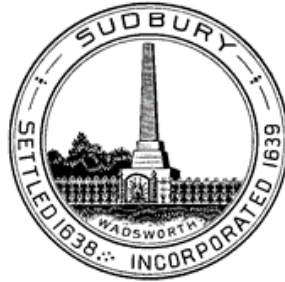


TOWN OF SUDBURY

BOARD AND COMMITTEE HANDBOOK



Prepared and Adopted by the Sudbury Select Board
April 14, 2026





WELCOME!

Serving on a board or committee in the Town of Sudbury is both an honor and a civic duty. The Town values the commitment of residents who volunteer their time and expertise to participate in local governance. This handbook is intended to guide both appointed and elected officials in carrying out their responsibilities with integrity, transparency, and effectiveness.

Members are expected to fulfill their roles in accordance with Massachusetts General Law, including the Open Meeting Law (M.G.L. c. 30A), the Conflict of Interest Law (M.G.L. c. 268A), and the Public Records Law (M.G.L. c. 66), as well as the Sudbury Town Charter, the Town's General Bylaws, and established principles of good governance. This document provides clear guidance on legal obligations, operational procedures, and ethical expectations for all local boards, committees, commissions, and task forces.

The content draws on established municipal practices from many other committee handbooks across the Commonwealth, and is tailored to reflect Sudbury's structure, values¹, and aspirations. It also includes links to key state and local resources to support lawful and effective participation in town government.

Sudbury strives to ensure that all residents, regardless of age, background, ability, or experience, have an equal opportunity to serve and be heard in local government. Diversity of thought and experience strengthens our community and enriches decision-making. The Select Board sincerely appreciates everyone who is willing to serve in Sudbury's town government.

¹ [Select Board Mission Statement and Values](#)

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1. Overview of Town Government

Form of Government

Sudbury operates under the **Open Town Meeting** form of government. Legislative authority is vested in Town Meeting, while executive functions are divided between the **Select Board** and the **Town Manager**, as provided under Sudbury's Town Charter² and Bylaws³.

Governing Bodies

- **Town Meeting** – Comprises all registered voters. Holds authority to appropriate funds, pass bylaws, and authorize capital expenditures.
- **Select Board** – Five-member elected body serving as the chief policy-making authority. Oversees the Town Manager, and most appointed boards. The Select Board is also the licensing authority for the Town of Sudbury.
- **Town Manager** – Appointed by the Select Board. Oversees day-to-day municipal operations, staff, budgeting, and implementation of policy.
- **Other elected bodies and officers include:**
 - Board of Assessors
 - Board of Health
 - Goodnow Library Trustees
 - Lincoln-Sudbury School Committee
 - Planning Board
 - Park and Recreation Committee
 - Sudbury Housing Authority
 - Sudbury School Committee
 - Town Moderator

Appointed Boards and Committees

- For simplicity, we will refer to boards, committees, commissions, and similar public bodies as “committees” throughout this handbook. Committees form the backbone of Sudbury's participatory government, allowing residents to contribute to policy, oversee municipal services, and shape the town's future.
- Each entity functions under its own legislative or bylaw authority, as created by a parent committee, or as defined in the Town Charter, State statutes, or by action of Town Meeting. From time to time, the Select Board may exercise its authority to establish committees or commissions based upon need.

² [Sudbury Town Charter: Town Manager Act 1993](#)

³ [Town Bylaws](#)

- Members are expected to act in the town’s best interest, exercising independent judgment while respecting the role of town staff and fellow volunteers.

2. Roles and Responsibilities

General Responsibilities of All Members

Members of municipal committees are considered municipal employees under the Conflict of Interest law, Chapter 268A of the Massachusetts General Laws (M.G.L.), which is enforced by the State Ethics Commission.

Orientation and Training

- All new members should consult with their committee for onboarding and orientation and will receive from the Town Clerk’s Office documents covering ethics, open meeting, and public records law along with relevant acknowledgments.
- Ongoing training sessions may be provided as laws and best practices evolve.
- Training should also include awareness of implicit bias, cultural competency, and equitable participation to ensure all residents feel welcome and respected.

Additional resources and guidance are available from the Town Clerk, Town Counsel, and Massachusetts state agencies.

Orientation

It is the responsibility of every appointed and elected member of every committee to be sworn in by the Town Clerk. The Town Clerk will provide this handbook electronically and summaries of the Open Meeting and Conflict of Interest Laws at that time. Committee members shall be re-sworn if, and when, their appointments are renewed. This can take place during normal office hours or at other times when the Town Clerk is available. The act of being sworn in is more than a mere formality; taking the oath of office is required prior to participating in a meeting requiring a vote. The committee Chair should confirm that members are sworn in.

The Select Board recognizes that no one is instantly an expert in the workings of municipal government. New members should contact their Chair for an orientation to the committee’s role, responsibilities and recent issues. New members should also seek guidance from other committee members or Town staff when questions arise. You may also contact the Select Board’s office with questions at 978-639-3381 or selectboardsoffice@sudbury.ma.us.

All committee members are expected to:

- Review and understand the committee's charge.
- Prepare for and attend all scheduled meetings.
- Conduct themselves in a respectful, professional, and impartial manner.
- Follow applicable laws, including the Open Meeting Law, Conflict of Interest Law, and Public Records Law.
- Maintain confidentiality where required and avoid unauthorized disclosure of sensitive information.
- Refrain from speaking or acting on behalf of the board/committee/commission without authorization.
- [Disclose any potential conflicts of interest promptly, as stated in the Conflict of Interest Law.](#)

Participation is a commitment. Members who are frequently absent or inactive may be asked to resign or may not be reappointed at the end of their term. Please see C. 5-2 of the Bylaws.

Select Board Member Onboarding

This section is for Select Board members who are joining the board for the first time. This section can also be used by continuing members as a refresher. It is strongly encouraged that each committee devise their own specific on-boarding for new and returning members.

The following can be used as a checklist to be done after getting elected but prior to taking office. This is a suggested minimal list and there are more documents and resources that one can access. New members are encouraged to acquaint themselves of the most recent versions of the following documents:

1. Make an appointment and meet with the Town Manager and the Finance Director and meet regularly with the Town Manager.
2. [Sudbury Town Charter: Town Manager Act 1993](#)
3. [Town Bylaws](#)
4. [Massachusetts Select Board Handbook](#) (by Massachusetts Municipal Association)
5. [Sudbury's Long-term Capital Plan](#)
6. [Sudbury's Financial Management Policies](#)
7. [Sudbury's last few years' Budgets](#)
8. [The last few Sudbury Annual Town Meeting Warrants and Proceedings.](#)
9. [The Master Plan](#)

Members are also encouraged to avail themselves of trainings available from the Massachusetts Municipal Association and Massachusetts Select Board Association, and Division of Local Services of the Department of Revenue.

Chair Responsibilities

The Chair is chosen annually by a majority of committee members. Committees typically reorganize following the conclusion of Town Meeting or the beginning of the new fiscal year. Responsibilities include:

- Calling and presiding over meetings in accordance with the [Open Meeting Law](#).
- Preparing and reviewing meeting agendas in coordination and collaboration with staff, where applicable.
- Ensuring that meetings are conducted in an orderly, fair, and efficient manner.
- Facilitating discussion and ensuring all members have an opportunity to speak.
- Communicating with staff, other committees, and the public as needed.
- Ensuring that the committee remains focused on its charge.

In the Chair's absence, the Vice Chair (if applicable) or another member may preside, as allowed by the committee's rules or past practice.

Vice Chair Responsibilities

A Vice Chair is typically chosen annually by the committee. Responsibilities include:

- Serve as Chair in the Chair's absence. See above.
- Any other responsibilities as assigned by that committee or as dictated by town bylaws.

Clerk Responsibilities (as designated or required)

The Clerk is typically chosen annually by the committee. Responsibilities include:

- Recording accurate meeting minutes and submitting them for approval by the committee.
- Coordinating with staff to ensure minutes are posted on the Town website.
- Keeping track of votes and actions taken.
- Assisting the Chair with public notices or correspondence, as appropriate.
- Preparing correspondence on behalf of the committee.

Committee Liaisons

Refer to [Select Board Liaison and Work Assignments Policy](#)

Committees that assign liaisons should do so following their reorganizational meeting.

Staff Liaisons

Some committees are supported by Town staff who serve as liaisons. These staff members:

- Provide subject matter expertise and administrative support.
- Assist with agenda preparation and posting of notices.
- Do not vote or direct committee decisions.
- May serve as a liaison between the committee and Town departments.

Staff support may vary based on the committee's role and available resources. Committees should direct questions or requests through the assigned liaison or department head.

3. Legal and Ethical Requirements

Members of committees in Sudbury must comply with state laws as well as local policies that govern transparency, accountability, and ethical conduct.

Open Meeting Law (OML)

The Massachusetts Open Meeting Law (M.G.L. c. 30A, §§18–25) applies to all municipal committees.

Key Requirements:

- **Public Notice:** Meetings must be posted at least 48 hours in advance (excluding weekends and legal holidays). Notices must include date, time, location, and a list of anticipated topics.
- **Quorum and Deliberation:** A quorum of members may not deliberate outside of a posted meeting, including via email, text, or social media. Deliberation includes any exchange of ideas or opinions relevant to the committee's business.
- **Remote Participation:** Remote meeting requirements were relaxed during the Covid-19 pandemic and remain in effect until June 30, 2027. Remote participation is allowed under specific conditions in accordance with Town and state policy. A quorum must still be present, either

physically or virtually. Under remote participation rules, all votes must be by roll call.

- **Executive Session:** May only be held for limited purposes (e.g., litigation, personnel matters). Requires specific procedures and documentation. For more information, see MGL c. 30A, s. 21 <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30a/section21> or KP Law summary [Reasons for Convening Executive Session](#).
- **Minutes:** Accurate minutes must be maintained and approved. They must include the date, time, and location of the meeting, names of members present, summary of discussions, decisions made, and all votes taken.

Violations of the Open Meeting Law may be reported to the Attorney General's Office and may result in public censure or other legal remedies.

For more information, refer to this link: [Open Meeting Law](#).

Conflict of Interest Law

The Massachusetts Conflict of Interest Law (M.G.L. c. 268A) governs the conduct of all municipal employees and officials, including volunteer committee members.

Required Actions:

- **Annual Acknowledgment:** All members must annually acknowledge receipt of the Summary of the Conflict of Interest Law.
- **Mandatory Training:** Every two years, members must complete online training provided by the State Ethics Commission.
- **Disclosure of Conflicts:** Members must disclose any financial or personal interest in a matter before the committee. Some matters may require recusal or a written disclosure to the Town Clerk or appointing authority.

Examples of violations include:

- Participating in decisions that may financially benefit oneself or an immediate family member.
- Accepting gifts or favors intended to influence one's official actions.
- Using a committee position to secure unwarranted privileges.

For additional guidance, contact the State Ethics Commission⁴ or the Town Clerk's Office.

⁴ [State Ethics Commission](#)

Campaign Finance Law

Elected officials are subject to the requirements of the Office of Campaign and Political Finance. Candidates for elected office and elected officials should consult with the OCPF at <https://www.ocpf.us/>.

Public Records Law

The Massachusetts Public Records Law (M.G.L. c. 66) provides that nearly all records made or received by a public official or committee are public records.

Applies To:

- Meeting agendas and minutes
- Emails and text messages related to official business
- Correspondence, reports, and memoranda

Members are encouraged to use official Town committee email accounts if available when conducting committee business to ensure records can be properly retained and accessed.

For more information, refer to: [A Guide to the Massachusetts Public Records Law](#)

Disability Accommodation

The Town of Sudbury makes reasonable accommodation with respect to the known physical or mental limitations of a qualified applicant, appointed or elected official, or employee with a disability unless such action would cause an undue hardship to the Town, as required by law.

All programs, services, and activities provided or made available by the Town through its departments or committees, must be accessible to persons with disabilities, in accordance with the provisions of [the Americans with Disabilities Act](#).

Agendas, minutes, and public materials should be available in accessible formats upon request. Chairs should confirm meeting locations are ADA-compliant and that hybrid participation is offered when feasible.

Any questions about how to make reasonable accommodations for persons requesting the same should be referred to the Select Board/Town Manager's office.

Public agencies are required to provide interpretive services and are responsible for the cost. Requests for such services should be made at least seven (7) days in advance of the meeting or event. Upon receiving a request for an interpreter for deaf or hard-of-hearing meeting participants, contact MCDHHR referrals@massmail.state.ma.us or fill out a request form at the following link: [Massachusetts Commission for the Deaf and Hard of Hearing](#).

Code of Conduct and Civil Discourse

Committees are expected to operate in a respectful and professional manner. This includes:

- Listening actively and allowing diverse viewpoints
- Avoiding personal attacks or disparaging remarks
- Fostering a welcoming environment for all participants
- Respecting members of the public and Town staff

For more information, refer to: [Code of Conduct](#)

4. Operations and Best Practices

Agendas and Meeting Preparation

Agendas must be prepared by the Chair (or designee) and posted with the Town Clerk at least 48 business hours before the meeting. Agendas should:

- Clearly list all topics reasonably anticipated to be discussed.
- Indicate whether items are for discussion, vote, or both.
- Follow a logical order of business.

Members should review all materials in advance and come prepared to engage in discussion and decision-making.

Refer to Appendix A for sample meeting agenda.

To post an agenda, begin by contacting your staff liaison or the IT Department at infosystems@sudbury.ma.us to have your meeting date added to the Town website and to obtain a Zoom link when one is required. After confirming the meeting details, prepare an agenda that includes all requisite information, following the guidance provided above and the attached template. Once the agenda is complete, submit it to the Town Clerk's Office for posting at least forty-eight business hours before the meeting and copy your staff contact on the submission. The Town Clerk email address is clerk@sudbury.ma.us. When the Town Clerk has posted the agenda, share the finalized posting with your staff contact or the IT Department so it can be added to the website.

Revising an Agenda/Notice

If something else comes to the attention of the public body Chair after the posting deadline but before the meeting AND that matter was not something the Chair could or should have reasonably anticipated prior to the posting deadline, the Chair is required to update the meeting notice as soon as possible. The new agenda should be clearly marked as **REVISED** with the original and new posting date and time. The same steps to post the meeting need to be followed to post the revised agenda. This must be done before the meeting occurs.

Conducting Meetings

Meetings must follow the posted agenda and adhere to Open Meeting Law requirements. The Select Board encourages all committees to offer a remote option to the public and committee members. Committees should work with SudburyTV to have their meetings recorded. SudburyTV can be reached at info2@sudburytv.org.

Refer to [Remote Participation for Public Meetings](#)

Key practices during remote/hybrid meetings:

- Start and end meetings on time.
- Conduct a roll call of all members when opening the meeting.
- Allow all members the opportunity to speak.
- Encourage clarity, civility, and conciseness.
- Avoid side conversations or distractions during meetings.
- Mute all devices to avoid unneeded distractions and interruptions.
- Use motions and votes to take official actions.

Chairs are encouraged to follow basic parliamentary procedure (e.g., Robert's Rules of Order) to maintain order and fairness.

Disruption

In the event an individual or group of individuals attending a meeting causes a disruption, the committee Chair has several options available. One option is for the Chair to call for a recess or break in the meeting to allow people to cool off. If members of the audience are still disruptive after the break, the Chair may decide to continue the meeting to another time, date and place, and adjourn the meeting.

If one or two individuals are disruptive or insist upon speaking without permission of the Chair, Massachusetts law provides that the Chair may order the person or persons to withdraw from the meeting. Unless the committee Chair

believes that audience members represent a threat to the physical well-being of other committee members or the public, removal of the individual(s) by the police should be used only as a last resort.

Canceling a meeting

In the event a meeting is canceled, notice of cancellation should be posted with the office of the Town Clerk and at clerk@sudbury.ma.us. Posting the cancellation of meetings is highly recommended to alert in advance interested members of the public, other members of the public body, SudburyTV, and other interested parties.

Also, as a matter of courtesy, the person responsible for reserving the location space should be notified so that the space can be released for another purpose, if necessary.

Canceling a meeting after it was scheduled to start:

It is necessary to inform the Town Clerk's Office when a posted meeting was not held, either due to lack of a quorum or any other unforeseen reason. It is strongly recommended that a minority of members of a public body not "meet" in the absence of a quorum, and further, that such a group avoid discussion about any business within the jurisdiction of the public body, or any other matter.

When the public body has cancelled a meeting after it was scheduled to start, it must send a cancellation notice indicating the reason(s) for the cancellation, such as “no quorum”, or any other reason why the meeting could not be held.

Arranging a location

Meetings should be held, whenever possible, in Town-owned public, accessible places in the town. Several options are available.

Building	Address	Hybrid Capability	Contact
Town Hall, Lower Level	322 Concord Road	Yes -Capacity 50	Select Board Office
Flynn Building, Silva Room	278 Old Sudbury Road	Yes-Capacity 20	Select Board Office
Flynn Building, Thompson Room	278 Old Sudbury Road	Yes – Capacity 10	Select Board Office
Police Station Training Room	75 Hudson Road	Yes- Capacity 30	Police Chief

Fairbank Community Center, Multi-Purpose Room	40 Fairbank Road	No	Event Management Software
DPW Conference Room	275 Old Lancaster Road	Yes	Facilities or IT
Goodnow Library, Community Room	21 Concord Road	No – Capacity 100	Goodnow Library
Goodnow Library, Conference Room	21 Concord Road	No – Capacity 12	Goodnow Library
Grange Hall	326 Concord Road	No – Capacity 60	Sudbury Foundation

Minutes

It is expected that committees will post their meeting minutes on their page on the Town website.

Minutes must include:

- Date, time, and location of the meeting
- Names of members present/absent
- Summary of discussion topics
- Record of motions and votes taken (including roll call if remote)
- Time of adjournment

Draft minutes should be reviewed and approved at a subsequent meeting, then posted to the Town website once approved. Committees without staff support are responsible for posting to the Town website.

If a member wasn't present for a meeting, they are able to vote to approve/accept prior meeting minutes.

Committees are encouraged to follow the Select Board [Minutes Policy](#).

Quorum, Motions, and Voting

Quorum

A quorum is the minimum number of members required to conduct official business, typically a simple majority of the full membership.

- No decisions may be made without a quorum.
- All votes must be recorded in the minutes.
- Members may not vote on matters in which they have a conflict of interest. (Unless they file a written disclosure with the Town Clerk's Office after consultation with State Ethics) Tie votes result in no action taken.

Motions

Once recognized by the Chair, any member of a committee may make a motion for consideration and action. Some boards prefer motions be made in the affirmative; that is up to the individual committee. The following are examples of acceptable forms of motions. The specifics can be customized to fit the purpose:

- I move to approve the meeting minutes of [date].
- I move to grant the XXXXX permit, as shown on the plans dated XXXXX, subject to the following conditions [add specific conditions].
- I move to deny the XXXXX permit, as shown on the plans dated XXXXX, for the following reasons [insert reasons] and with the following findings [insert specific findings]

Following a motion, the motion must be seconded by another member of the committee. Discussion does not proceed if there is no second to the motion. If there is no second, the motion fails. During Discussion, the Chair will grant each member of the committee the privilege to comment, ask questions or otherwise deliberate on the motion.

Members of the public may be invited to comment on a motion under discussion at the discretion of the Chair. The Chair may set standards and limits for comments received from the public. There is no town bylaw or state statute that requires a Chair to entertain public comment, except as may be required for public hearings as discussed later in this handbook.

The member who made the motion may withdraw or revise the terms of the motion prior to the Chair's calling of a vote of the committee. The revised wording of the motion requires a second. Any future discussion or public comment of the revised motion is allowed at the discretion of the Chair.

Voting

The Chair will call for a vote once the Chair is satisfied that discussion and deliberations are concluded. No votes on motions made in open public session or Executive Session shall be made by secret ballot.

A voice vote of “Aye” or “Yes” will be counted in the affirmative. A voice vote of “Nay” or “No” will be counted in the negative. Members who choose to abstain from a vote will declare “Abstain.” A motion is passed or approved only when a simple majority of participating members vote in the affirmative. A motion fails if the vote is tied— an equal number of members voting Yes or NO.

NOTE: Some statutes may require a supermajority or other quantum of vote for a decision to be adopted. For example, four (4) votes in favor of a motion would constitute a supermajority on the 5-member Planning Board or Zoning Board of Appeals. For a committee that meets with seven (7) members, such as the Conservation Commission, a favorable vote of five (5) members constitutes a supermajority if all seven members are present. Further, the quantum of vote required may be of those present and voting or may be based on number of members regardless of presence. Each committee should consult applicable statutes.

Following the vote, the Chair will announce the number of votes cast in the Affirmative and Negative, note any abstentions, and declare if the motion is approved or has failed.

Subcommittees

Subcommittees may be formed to focus on specific tasks. They must comply with Open Meeting Law and post their own meetings.

Subcommittees do not have decision-making authority unless specifically delegated by the full committee and allowed by law or the committee’s charge.

5. Communication Guidelines

Representing the Committee

As a general rule, only the Chair, or another member authorized by vote, should speak on behalf of the committee to the public, media, or other bodies. Members should:

- Clarify when they are expressing personal opinions.
- Avoid representing committee positions that have not been formally voted.

Internal Communication

Committee-related communications (email, text, or otherwise) between a quorum of members outside of a posted meeting may violate the Open Meeting Law.

- Avoid “reply all” emails.
- Do not deliberate outside of meetings.

Use Town email accounts to ensure transparency and compliance with the Public Records Law.

Email, Texting, Telephone or Other Communication Technologies

A committee may only conduct administrative business outside of a posted meeting, such as notifying members of a scheduled meeting and agenda. Substantive discussions or deliberations on public business involving a quorum of members or “serial” discussions that occur via email, in person, or via telephone or other electronic technologies will be deemed a violation of the Open Meeting Law.

There is no distinction in law between written and electronic records. The ease by which email messages are sent and forwarded may inadvertently facilitate the improper discussion of public policy issues. While it is important for committees to be responsive to inquiries from citizens, members must be careful that their replies do not become quorum discussions among the members, which would violate the Open Meeting Law.

Members are also advised that email or text messages written or received in the capacity of a committee member may be considered public records which may be made available for public inspection in the same manner as hardcopy documents.

All electronic mail sent and received to a committee member discussing Town business may be a public record subject to inspection and disclosure and scheduled retention and disposition, no matter the ownership of the device. Employees and committee members acting in their official capacities should have no expectation of privacy in their use of electronic mail.

Interactions with Town Staff

Committee members should work through the staff liaison or department head when seeking assistance. Individual members may not direct staff to act outside the committee’s collective decision-making authority.

Civic Engagement and Community Outreach

- Meetings should begin with an opportunity for public comment, consistent with the agenda and committee guidelines.
- Use the Town of Sudbury's website and official channels to keep the public informed of meetings, projects, and opportunities for input.
- Publish annual reports summarizing the committee's work, recommendations, and goals for the next year.

6. Appointment, Terms, and Resignations

Appointment Process

Many committee members are appointed by the Select Board. Applicants may be asked to complete an application, attend an interview, and review the committee's charge prior to appointment. Information not included in the below FAQ. Please see <https://ecode360.com/38702445>.

Inclusive Recruitment and Participation:

The Select Board encourages applications from residents across all backgrounds, professions, and lived experiences. Town staff and committees should take active steps to reach underrepresented populations and remove barriers to participation, such as offering remote attendance, flexible meeting times, and accessible materials.

Please refer to [Volunteer Opportunities](#) for a Committee Application.

Terms of Service

Terms may vary depending on the committee. Members may be reappointed based on performance, attendance, and interest in continuing to serve.

Resignation or Removal

Members may resign at any time by notifying the Town Clerk and the committee Chair in writing. The vacancy will be advertised, and a replacement may be appointed to complete the term.

Members may be removed for cause by the appointing authority, including repeated unexcused absences, misconduct, or failure to perform duties.

Vacancies in Elected Positions

Whether caused by resignation or failure to elect, a vacancy in an elected committee, with the exception of the Select Board, shall be filled in accordance with GL c. 41, s. 11.

7. Resources and Support

Town Staff Support

Each committee should work with its designated staff liaison or department. General support is also available from:

- Select Board/Town Manager's Office: general operations and policy
- Town Clerk: Open Meeting Law, Public Records, Ethics
- IT Department: technical assistance and email

Training Opportunities

Members are encouraged to take advantage of available training, including:

- Massachusetts Municipal Association (MMA)
- State Ethics Commission Online Training and information
- Massachusetts Attorney General Online Training and information
- Massachusetts Secretary of State Online Training and information

New members should contact support staff and/or their committee Chair regarding any potential orientation process.

Key Documents and Policies

Important resources can be found at www.sudbury.ma.us, including:

- [Town of Sudbury Charter](#)
- [Town of Sudbury Bylaws](#)
- [Agenda posting instructions](#)
- [Select Board Policies](#)
- [List of elected and appointed committees](#)
- Meeting agendas and minutes
- [Annual Town Reports](#)
- [How to conduct a public hearing](#)

Other important resources:

- [Massachusetts Open Meeting Law](#)
- [Massachusetts Ethics Commission](#)

- [Office of the Inspector General](#)
- [Department of Revenue, Division of Local Services](#)
- [Robert's Rules of Order add link](#)

8. Appendix

Sample Meeting Agenda

Town of Sudbury
 [Committee Name]
 Agenda – [Date]
 Location: [Room/Zoom link]
 Time: [Start Time]

1. Call to Order
2. Public Comment
3. Review and Approval of Minutes
4. Discussion Items:
 - a. [Topic 1]
 - b. [Topic 2]
5. New Business
6. Adjourn

Sample Meeting Minutes

Town of Sudbury
 [Committee Name]
 Minutes – [Date]

Present: [List members]
 Absent: [List members]
 Also Present: [Staff/Guests]

Meeting called to order at [Time] by Chair [Name].

Motions/Votes:

Motion by [Member] to approve minutes of [Date]. Seconded by [Member]. Vote: 5–0.

Discussion:

The committee discussed [summary of topic].
 The committee voted [summary of outcome].

Meeting adjourned at [Time].
 Submitted by: [Clerk Name]

Key Contacts

Role	Contact
Town Manager's Office	(978) 639-3381
Town Clerk	(978) 639-3351
IT Department	(978) 639-3307
Town Website	www.sudbury.ma.us

Common Acronyms

- **OML** – Open Meeting Law
- **MMA** – Massachusetts Municipal Association
- **AG's Office** – Attorney General's Office
- **M.G.L.** – Massachusetts General Laws