



Town of Carlisle

MASSACHUSETTS 01741

Office of
TOWN CLERK
66 Westford Street
Tel. (978) 369-6155



Peggy Wang
Gallimore

Gretchen

Town Clerk
Town Clerk

Assistant

Public Body Member Handbook

We appreciate that you've chosen to serve Carlisle by participating as a member of a public body. The work you do is important and necessary to the functioning of the Town of Carlisle and its government.

This Handbook includes important information, guides, and resources to assist you in understanding legal requirements and other responsibilities of your role. You can reach our office at townclerk@carlislema.gov or 978-369-6155.

Start here:

1. All Public Body members must be sworn to their duties before participating in their first meeting as a voting member.
2. Sign the Open Meeting Law (OML) Certification Form and return a copy to the Town Clerk.
3. Sign the Acknowledgment of Receipt of Summary of Conflict of Interest Law and return a copy to the Town Clerk.
4. Complete the Online Ethics Training <http://www.muniprogram.state.ma.us/>. Send a copy of the Completion Certificate to the Town Clerk.

Included in this Handbook:

- OML Certification Form and Acknowledgment of Receipt of COI Law Form (2021)
- Open Meeting Law Guide and Education Materials (2018)
- Special guidance regarding the use of file-sharing and collaborative software
- Summary of the Conflict of Interest Law for Municipal Employees
- Guide for Members of Public Boards and Commissions: How to be an Effective Member of a Public Board or Commission
- Agenda and Minutes Style Guide (for anyone who prepares and/or submits Agendas and Minutes)
- Direct links to State Departments and resources