



Town of Carlisle

MASSACHUSETTS 01741

Office of

TOWN CLERK

66 Westford Street

Tel. (978) 369-6155



For Public Body Chairs

Appointments, Resignations, and Roles

Directly communicate with the Office of the Town Clerk in the event of any appointments, resignations, or establishment or change in roles (Chair, Vice-Chair, Secretary, etc.).

Appointments

Appointments are made by an appointing authority during their meeting. Most often, the appointing authority is the Select Board but other elected Boards also have authority in some cases.

Contact our office with:

- the name and email address/other contact information of the appointed,
- the date appointed (should match the date of the meeting of the appointing authority),
- and the term expiration date.

If the appointed is fulfilling a vacant term, please also indicate the name of the individual they are replacing.

The term expiration date needs to match the Minutes of the meeting of the appointing authority. I.E. if you, as chair, recommended a three-year appointment but the appointing authority voted for a one-year appointment, it's a one-year appointment until the authority corrects and votes for a three-year.

Resignations

All resignations must be filed with the Town Clerk's Office to be complete. Members should directly communicate their resignation in writing; they should not depend on the Chair or an administrator to pass along the resignation.

Resignations should include:

- member's name
- statement of resignation
- name of public body
- effective date

Roles

Contact our office each time your Public Body organizes itself or makes changes to members' roles. Roles include positions like Chair, Vice-Chair, Secretary, etc. Roles do not include a change of alternate or associate members to full members. If there is a cause for vacancy or members would like to "switch" their full and alternate/associate status it must be done through a vote of the appointing authority (Select Board).

Help Us Help You

Agendas and Minutes are required of every Public Body. It makes everyone's life easier if they are submitted in a timely manner and in accordance with the Agenda and Minutes Style Guide. As chair, please keep an eye on the agendas and minutes being submitted and follow up with the member(s) as needed.

As Chair, follow up with your members to make sure they have been sworn in, signed OML and Summary Ethics Acknowledgements, and completed Ethics Training (every two years). With over 50 Public Bodies in Carlisle, it's difficult for our office to follow up with each member.