

Welcome to Municipal Committee Service in Berkley, Massachusetts

Getting Started: A Guide for New Committee Members

Serving on a town committee is a meaningful way to contribute to Berkley's future. Whether you're helping plan for fiscal sustainability or advising on community priorities, your time and perspective matter.

Most committees are advisory and operate under the authority of the Board of Selectmen, following Massachusetts Open Meeting Law and local bylaws.

How Committees Work

Here's a brief overview of how things generally operate:

1. Roles & Responsibilities

- Chair – Leads meetings, sets agendas, and serves as point of contact with town leadership.
- Secretary/Clerk – Takes minutes and helps maintain records.
- Members – Participate in discussions, attend meetings, review documents, and vote when necessary.

2. Meeting Basics

- Agendas must be posted at least 48 business hours in advance and should be shared with our Town Clerks office for posting (ENTER BEST EMAIL ADDRESS).
- Meetings are open to the public (unless an executive session is warranted and allowed).
- A quorum (usually a majority of members) is required to conduct business.

3. Decision-Making

- Committees vote on recommendations or actions.
- Motions are made, seconded, discussed, and then voted on.
- Consensus-building is encouraged, but formality helps ensure clarity and legality.

Resources to Support You

- Massachusetts Open Meeting Law – <https://www.mass.gov/the-open-meeting-law>
- Open Meeting Law Educational Materials – <https://www.mass.gov/info-details/open-meeting-law-educational-materials>
- Summary of the Conflict of Interest Law for Municipal Employees – <https://www.mass.gov/info-details/summary-of-the-conflict-of-interest-law-for-municipal-employees>

- State Ethics Commission Training Portal – <https://massethicstraining.skillburst.com/>

Tips for Success

- Be prepared: Review the agenda and materials before meetings.
- Stay curious: Ask questions if something isn't clear—we're all learning.
- Be respectful: Everyone brings something valuable to the table.
- Collaborate: This is a team effort. Listening is just as important as contributing.
- Reach out: The Board of Selectmen, Town Administrator, Town Clerk and other Town Staff are here to help.

Quick Checklist for New Members

Task	Due Timeline
Sworn in Town Clerks Office	Before first meeting
Read Open Meeting Law & download guides	Before first meeting
Complete Conflict of Interest training	Within 30 days of appointment
Submit acknowledgment receipt	With training completion

Thank you for your service to the Town of Berkley! Your contributions help shape a stronger, more sustainable community.