

**Town of Dracut  
Board of Selectmen  
Policies and Procedures**

**1. Policies & Procedures and Adoption**

- 1.1 These Policies and Procedures are intended to supplement and implement all other controlling statutes and laws, including, but not limited to, Massachusetts General Laws, Roberts Rules of Order, Town By-Laws, Zoning By-Laws and the Town Charter. Any direct conflict or contradiction that these Policies and Procedures create with controlling statutes and By-Laws will be resolved by reference to the controlling statutes or laws.
- 1.2 These Policies and Procedures will take effect immediately upon their adoption by a Supermajority – a 4/5ths vote of the Board of Selectmen (Board). Any subsequent changes will require a 4/5ths vote

**2. Meetings**

- 2.1 Regularly scheduled meetings will be held on the second and fourth Tuesday of every month. By majority vote in advance, meetings may be eliminated from the schedule, particularly in the summer months.
- 2.2 Special meetings will be held a.) by majority vote of the Board at a regular meeting or b.) by mutual agreement of a majority of the Board, coordinated through the Board's Secretary. Special meetings will only take up those subjects that have been specifically identified as the purpose of the special meeting.
- 2.3 Open Meeting Laws of the Commonwealth of Massachusetts will be completely complied with regarding written notice (posting) of the meeting and public access to the meeting.
- 2.4 Emergency Meetings – meeting that do not conform to normal notice requirements – will only be held in case of an emergency. Emergency is defined as a situation where failing to act may create a significant threat to the life or physical well-being of the Citizens of Dracut, or a significant loss of property by the Town or its Citizens.

### 3. Agendas

- 3.1 Agendas will be prepared in advance of all regular meetings by the Secretary with the advice and consent of the Chairman. Agenda items may be requested by members through the Chair or can be directed for a subsequent meeting by a majority vote. The cut-off for agenda items for regular Tuesday meeting is the preceding Thursday at close-of-business.
- 3.2 Items brought up under New Business, and items that are both not on the agenda and have not been subject of direct and recent discussion by the Board, may not be acted upon by Board vote unless there is no objection. A single member can raise an objection. Votes to table an item, schedule a special meeting to consider it, or place it on the agenda for a subsequent regular meeting are not considered “acting upon” an item for purposes of this paragraph and may be taken.
- 3.3 Community Input will be limited to three minutes per individual and fifteen minutes in total. Any individuals wishing to participate must sign up and list the topic for discussion with the Secretary in advance of the beginning of the meeting. Only relevant topics dealing with Town issues may be discussed and absolutely no personal attacks or allegations of criminal misconduct may be discussed without the Board’s approval. There will be no debate or back-and-forth by members of the Board, or anyone else attending the meeting, with the individual providing the input. The three-minute limit and the no debate rule can be modified or waived only by a motion to suspend the rules, which requires a Supermajority (4/5ths) vote. The proper place to take up any issue inspired by a Community Input item is under New Business, following the rules in paragraph 3.2 above, if applicable.
- 3.4 Articles for the June and November Town Meetings shall be placed on the agenda for the second to last Tuesday of the prior month’s regularly scheduled Selectmen’s Meeting prior to Town Meeting. The Board will use its best efforts to make its recommendation to Town Meeting no later than at the last regularly scheduled Selectmen’s meeting prior to Town Meeting. If a Supermajority of the Selectmen agree, then the Board may consider a recommendation at its meeting on the day of Town Meeting.

### 4. Organization

- 4.1 An agenda item covering reorganization will be placed at or near the beginning of the first regular meeting following a Town Election. The then-current Chairman will start the meeting and take up this agenda item. Robert’s Rules will be followed for nomination and election of a Chairman, Vice Chairman and Clerk.

4.2 The Vice Chairman will take up the duties of the Chairman only in the following circumstances: a.) during a meeting when requested by the Chairman, b.) at a meeting when required to do so because of the absence of the Chairman for all or part of the meeting, c.) outside of a meeting to set an agenda for a regular meeting if the Chairman is Out of State or incapacitated, or d.) outside of a meeting to set an agenda for a regular meeting if the Chairman himself indicates, through the Secretary, that he is not available and requests the Vice Chairman to act in his stead.

## 5. Committees and Sub-Committees

5.1 There are four kinds of Committee and Sub-Committees that the Board of Selectmen utilizes.

5.2 Statutory Committees required by State Law or Town Charter. Examples are the Arts Council, Historical Commission and certain members of the Community Preservation Committee. These appointments can only be made by majority vote of the Board during a regular meeting.

5.3 Discretionary Standing Sub-Committees are Committees that the Board has deemed fit to constitute for specific purposes where terms are indefinite. An example is the Public Safety Sub-Committee. The exact makeup, character and participants (only Selectmen) require a majority vote of the Board during a regular meeting.

5.4 Discretionary Standing Sub-Committees that the Board deemed fit to constitute for specific purpose where terms are indefinite or for at least a year. An example is the Open Space Committee. The exact makeup, character and participants to include Selectmen, other Board Members and Public Citizens require a majority vote of the Board during a regular meeting.

5.5 Discretionary Ad-Hoc Committees are Committees consisting of Selectmen, Town Officials, Private Citizens, Member of other Elected or Appointed Boards or any combination thereof, intended to address a short-term issue and reach a resolution. Recent examples include the Committee to study Zoning By-Law changes (with private citizens and members of the Planning Board and Zoning Board of Appeals), the Joint Budget Task Force (with members of the School Committee and the Finance Committee) and various Selectmen Sub-Committees to interview Town Accountant candidates and to study PILOT agreements, TIF agreements and the like. The Committees are limited to a six-month duration and are constituted and appointed by the Chairman at a regularly scheduled meeting. Ad-Hoc Committees can also be formed by a majority vote of the Board. The six-month time limit can be extended by a majority vote of the Board.

5.6 Discretionary Committees constituted under 5.1.2 and 5.1.3 must render a report to the Board as necessary, but at least once each calendar quarter and the end of their charters.

## 6. Town of Dracut Board/Committee Appointment Process

6.1 The Board/Committee Chair receives notice that the appointee is stepping down, or the appointee reaches out to Board of Selectmen/Town Manager independently.

6.2 The Board of Selectmen's/Town Manager's Assistant notifies appropriate appointing authority.

6.3 Assistant posts vacancy on the Town of Dracut Website/Facebook/Bulletin Board for 10 days. (Per the Town Charter, Section 12)

6.4 The Board of Selectmen Chair reads openings during Community Calendar agenda item.

6.5 Assistant responds to applicants letting them know their application was received and will be reviewed with respective Board/Committee.

6.6 After 10 days, Assistant sends application(s) to the respective Board/Committee Chair.

6.6.1 The Board/Committee has the option to meet with/interview each applicant or

6.6.2 The Board/Committee may decide that the Board of Selectmen or Town Manager, after interviewing/meeting applicant(s), make the decision or

6.6.3 The Board/Committee may ask that the vacancy continue to be held open until additional applications are received.

6.7 Upon the Board/Committee decision in #6.6 above, and only after 14 days, the applicant is appointed.

## 7. Town of Dracut Board/Committee Re-Appointment Process

7.1 The Board of Selectmen's/Town Manager's Assistant receives re-appointment request from appointee.

7.2 The Board of Selectmen's/Town Manager's Assistant reaches out to respective Board/Committee Chair for confirmation.

- 7.2.1 If applicant for re-appointment is the current Chair of that Board/Committee, Assistant reaches out to the Vice-Chair. If there is no Vice-Chair, Assistant reaches out to the longest serving Member of the Board/Committee.
- 7.2.2 If respective Chair, Vice-Chair or longest serving Member responds in affirmative, appointee is re-appointed.
- 7.2.3 If respective Chair, Vice-Chair or longest serving Member asks for position to be advertised, reasoning must be provided so Board of Selectmen/Town Manager can let appointee know seat will be advertised, or Chair, Vice-Chair or longest serving Member may be asked to provide feedback to appointee directly, then
- 7.2.4 Follow Steps #6.3 through #6.7 above in Appointment process

NOTES:

- Processes apply to Town of Dracut Boards/Committees only
- Final decision of who to appoint/reappoint ultimately falls to Board of Selectmen or Town Manager

(See Attached)

\* Economic Development Committee – Charter approved by Board on September 13, 2016/Charter revised by Board July 20, 2021/Charter revised by Board on February 22, 2022

\* Education Sub-Committee – Charter approved by Board on September 13, 2016/Charter revised by Board on November 22, 2021

\* Housing Sub-Committee – Charter approved by Board on September 13, 2016

\* Open Space Committee – Charter approved by Board on September 13, 2016

\* Public Safety Sub-Committee – Charter approved by Board on April 11, 2017

\* Zoning Bylaws Committee – Charter approved by Board on April 25, 2017/Charter revised by Board on April 12, 2022/Charter revised by Board on September 27, 2022/Charter revised by Board on December 13, 2022/Charter revised by Board on January 9, 2024

Original Board of Selectmen By-Law: VOTED: 5-0 Approval August 12, 2003

Section 3.3 Amended: VOTED: 5-0 Approval April 10, 2012

Section 3.4: VOTED: 5-0 Approval February 3, 2015

Section 5.1 Amended: VOTED: 5-0 Approval August 16, 2016

Changed to BOS Policies and Procedures: VOTED: 5-0 Approval September 27, 2022

Section 6: VOTED: 5-0 Approval September 27, 2022

Section 7: VOTED: 5-0 Approval September 27, 2022

Section 7: Amended by BOS May 9, 2023