

**WELLESLEY COUNCIL ON AGING
(WCOA)
BOARD OF DIRECTORS'
OPERATIONAL POLICIES AND
PROCEDURES MANUAL**

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WELLESLEY COUNCIL ON AGING (WCOA) BOARD OF DIRECTORS' OPERATIONAL POLICIES AND PROCEDURES MANUAL

SECTION 1 Overview

1-1 Mission Statement

The mission of the Wellesley Council on Aging is to serve as the primary resource for residents over the age of 60, to empower individuals to reach their goals, to offer comprehensive programs, services, and assistance that optimize quality of life, and to enable meaningful connections and collaborations that inspire a spirit of community across generations in our town.

1-2 Authority

The Wellesley Council on Aging was established by a Wellesley Town Meeting in 1972 consisting of eleven (11) members appointed by the Select Board (SB). The Council derives its authority and responsibilities from the applicable General Laws of Massachusetts; and, the Town of Wellesley Bylaws (2016) Article 33, and Articles 2 through 7.

1-3 Name

The name of the organization is: The Wellesley Council on Aging (WCOA), referred to as the "Council" or the "Board". For consistency "Board" will be used throughout this document.

1-4 Role of the Board

The role of the Board is to provide active direction and support to the expanding services, programs, activities, and operations of the Council on Aging to enhance the health and social well-being of the senior residents of Wellesley.

1-5 Organization of the Board

- A. The Board of Directors consists of eleven (11) residents of Wellesley appointed by the Select Board (SB). (Article 33.1)
- B. Board members are appointed by the SB for a three-year term commencing on July 1st and ending June 30th. (Article 33.2) The terms of all Board members shall be arranged so that as equal a number of terms as possible shall expire each year. (Article 6.14)

- C. The SB's appointment procedure is followed to fill a Board vacancy. (SB Appointment Policy adopted 9/11/17)
- D. The Town Clerk shall swear in all Board members as soon as possible from the time of their appointment. Within two weeks of their appointment or the taking of the oath of office, whichever occurs later, the Board member must complete the Certificate of Receipt of Open Meeting Law Materials. 941 CMR 29.0029-11.
- E. No Board member may perform any official duty until they are sworn in by the Town Clerk. (MGL Chapter 41, Section 10)
- F. Newly appointed Board members must complete a conflict of interest law on-line training program within 30 days of beginning public service and every 2 years thereafter. (MGL 268A). In addition, members must acknowledge receiving a summary of the conflict of interest law every year.
- G. Annually, prior to the Select Board taking up appointments for the following fiscal year, the Select Board's Office will contact each person whose appointment is expiring to ascertain whether or not the person is requesting reappointment. (SB Appointment Policy adopted 9/11/17).
- H. In the event that a Board member wishes to resign, the member must notify both the Board Chair and the Selectmen in writing. Vacancies shall be filled by appointment in the same manner as the original appointment was made, except as otherwise specifically provided by law. (Article 7.4) Vacancies filled shall serve from the time appointed to the end of the term.

1-6 Officers

- A. The officers of the Board shall consist of Chair, Vice-Chair and Secretary (Article 6.8). They shall be elected from among the members of the Board for a one-year term at the regular June meeting.
- B. Nominations and elections of officers are wholly within the discretion of the Board.
- C. The Board, with affirmative majority votes of those present, elects separately or by full slate, the Chair, Vice-Chair, and Secretary provided a quorum is present in person or remotely.
- D. The elected officers shall serve a term of twelve (12) months from July 1st or from the time of election until the following June 30th. No officer may serve more than two consecutive full terms in the same office.
- E. The Board, at any time, may remove the Chair, (SB Pg. 4), by an affirmative majority vote provided a quorum is present in person or remotely.

- F. The Chair shall preside at Board meetings and perform other duties as associated with the office.
- G. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
- H. Upon the removal, death, or resignation of the Chair, the Vice-Chair shall become the Acting Chair and hold the office until the next election.

1-7 Working Groups

- A. The Board shall work through working groups facilitated by staff members, formed for the purpose of: (1) addressing ongoing oversight of functional responsibilities; (2) addressing a particular concern, need, or issue.
- B. A Board member may request the formation of a working group to collaborate with a staff member. The working group shall have no more than five (5) Board members.
- C. The working group may invite other interested citizens to participate in the working group. The working group will update the full Board every three months, or more frequently as necessary.

1-8 Liaisons

- A. Although the Selectmen member assigned to a liaison function to the COA Board is not considered a member of the Board, they are invited to participate in meetings by providing information and feedback. (SB Pg. 9)
- B. The assigned Select Board liaison is entitled to all general meeting correspondence such as meeting minutes, agendas, supporting materials, etc. (SB Pg.9)
- C. The Board should consider the assigned liaison as the first point of contact with the Select Board. (SB Pg. 9)
- D. The Board may select Board members to function as liaisons to other entities as necessary.
- E. The Advisory Liaison appointed by the Advisory Committee, is entitled to receive the agenda and may participate at the meetings as necessary.

1-9 Officer Nominations

- A. The Board shall elect three officers: Chair, Vice-Chair, and Secretary. (Article 6.8) The term of office is for one year beginning on July 1st and ending June 30th.

- B. At the April Board meeting three Board members shall be named to form the next fiscal year's officers nominating working group. Their assignment is to identify candidates from among the Board members for election to the officer positions.
- C. The group will solicit recommendations from other Board members and identify potential candidates. Nominations from the floor will be accepted, provided consent from the candidates has been obtained.
- D. Nominations of officers shall require both a motion and a second. (SB pg. 4). The votes for the officer positions will take place at the regular June Board meeting.

1-10 Officer Voting Procedures

- A. Voting will be by voice vote unless the meeting is held remotely, then a roll call vote is required. (OML)
- B. Any "no" votes or abstentions will be recorded by name. (SB p. 12). Affirmative votes of a majority of Board members, provided there is a quorum present, in person or remotely, will elect the officer.
- C. Following the vote count and the recording of the results, the newly elected officers shall take office starting on July 1st.
- D. When the Vice-Chair or the Secretary position is made vacant by death or resignation, the Board shall elect a successor as soon as possible. (SB p. 4) When the Chair position is made vacant by removal, death or resignation the Vice Chair becomes the Acting Chair and shall call for an election of the Chair as soon as possible.

1-11 Meetings

- A. Regular monthly meetings shall be held, if possible, at the Tolles Parsons Center in the third week of the month on a day and time that takes into consideration the needs and preferences of all members.
- B. If there is disagreement on the regular monthly meeting time, a vote will determine the outcome.
- C. Meetings will not regularly be held on designated Legal Holidays or Saturdays or Sundays. Meetings may be changed if agreeable to the majority of the members. Special meetings may be held at any time when called for by the Chair or a majority of Board members.
- D. Meetings may be changed in order to accommodate the schedule of an invited Town official or other guests of the Board.

- E. Meetings shall be held at The Tolles Parsons Center, 500 Washington St., Wellesley, MA or at any other agreed upon location or remotely, if permitted and compliant with all laws, regulations, and policies.
- F. Agenda, meeting materials, and previous meeting minutes shall be provided to all Board members and the SB liaison when the agenda is posted according to Open Meeting Law requirements.

1-12 Voting

- A. A majority of eleven (11) Board members constitutes a quorum. In the absence of a quorum (6), no formal action shall be taken except to set another meeting date or adjourn the meeting. (Article 6.9)
- B. Passage of a motion requires a simple majority vote of the Board members present provided a quorum is present in person or remotely. (Article 6.10)
- C. Board members, following their appointment, must be sworn in by the Town Clerk in order to carry out any official business. (MGL Chapter 41, Section 107)
- D. Voting rights shall be vested in each Board member. Each is entitled to one vote, in person or under special approved remote participation, with respect to any motion coming before the Board.

1-13 Amendments

These policies may be amended by a majority vote of Board members present in person or remotely, at any meeting provided a quorum is present and a copy of the proposed amendment/s is given to each member at least three weeks in advance of said meeting.

1-14 Conflict with Municipal/State Ordinances or Bylaws

If any of these Board Policies are in conflict with the Municipal/State ordinances or bylaws, those of the municipality/state shall have precedence. (Article 6.8)

SECTION 2 – Organization and Responsibilities of the Board

2-1 Officers

- A. The Chair, Vice-Chair, and Secretary shall be elected from among the members of the Board at a June Board Meeting for a one-year term commencing July 1st. Nominations of officers shall require both a motion and a second. Affirmative majority votes, provided a quorum is present, in person or remotely, shall constitute an election. The Board, at any time, may remove the Chair with an affirmative majority vote provided a quorum is present, in person or remotely.
- B. Nominations and elections of officers are wholly within the discretion of the Board.
- C. If a vacancy occurs in any of the officer positions, the Board shall elect a successor in the same usual manner as soon as is practicable to fill the unexpired term. (Article 7.4)

2-2 Responsibilities of Officers

- A. The Chair will:
 - 1. Preside at all meetings of the Board.
 - 2. Call Board meetings to order at the appointed time.
 - 3. Maintain order during the Board meetings.
 - 4. Recognize Board members wishing to speak during meetings.
 - 5. Request a motion from a Board member, request a second, open discussion, close discussion, and request a vote on the motion. If during the motion's discussion the motion is amended the process begins anew.
 - 6. If in agreement with content, sign official documents that require the signature of the Chair.
 - 7. Prepare the meeting agenda with the Director of Senior Services, Vice-Chair, and Secretary. Incorporate additional input from other Board members as appropriate.
 - 8. Ensure all documents to be discussed at a Board meeting are distributed with the agenda. If documents are not distributed prior to the Board meeting, the Chair reserves the right to postpone discussion.
 - 9. Oversee and coordinate the orientation of new Board members.

10. Schedule Emergency Meetings in accordance with the Open Meeting Law.
 11. Confer with the Director of Senior Services and Vice-Chair regarding matters that arise between meetings.
 12. Keep all Board members apprised of matters of significance or interest that arise between meetings. Examples include but are not limited to: financial matters, personnel issues, incident and accident reports, and building issues.
 13. Communicate, in a timely manner, to all Board members any information relative to matters of interest or relating to issues coming before the Board.
 14. Collaborate with the Director of Senior Services to develop and identify the Director's annual goals.
 15. Evaluate the Director of Senior Services' performance with input from all Board members.
 16. Represent or delegate a representative of the Board to attend meetings, conferences, and other gatherings unless otherwise determined by the Board.
 17. Have the same rights as other Board members to discuss motions and to vote thereon.
- B. The Vice-Chair will:
1. Attend monthly agenda-setting meeting with the Chair, Director of Senior Services, and the Secretary.
 2. Collaborate with the Chair and perform duties as may be delegated or assigned to them.
 3. In the absence of the Chair, the Vice-Chair shall act as presiding officer of the Board.
 4. Maintain a written record of outstanding matters before the Board.
 5. Provide a monthly update to the Chair of outstanding matters prior to the preparation of the agenda for the subsequent meeting.
- C. The Secretary will:
1. Attend monthly agenda-setting meeting with the Chair, Director of Senior Services, and the Vice Chair.

2. Maintain a separate written record tracking all motions made, seconded, and votes cast by the Board. This record shall include the following: stated motion, member's name initiating the motion, member's name seconding the motion, and the vote tally including the names of members who abstained or voted No.
3. In the absence of the staff recorder (Assistant Director) the Secretary will record the Board meeting minutes. In the absence of both the recorder and the Secretary or in unusual situations, another Board member will be asked to record Board minutes.
4. Perform other such duties as may be delegated or assigned.

2-3. Roles and Responsibilities of Board Members

A. General

The Board functions as a body in all policy decisions, and in all matters as required by law, or determined by vote of the Board in formal session.

B. Standards of Conduct

An individual Board member, including the Chair, may act independently representing the Board only if specifically authorized by the Board. (SB pg. 6)

C. Responsibilities

1. Newly appointed Board members must ensure they are officially sworn in by the Town Clerk, before they enter upon their official duties.
2. Within two (2) weeks of notification of appointment and annually thereafter, appointed Board members must ensure they receive and acknowledge receipt of a copy of the MA Open Meeting Law and a copy of the MA Summary of Conflict of Interest Law for Municipal Employees from the Town Clerk. The signed acknowledgments must be submitted to the Town Clerk.
3. Within 30 days of notification of appointment, and every two years thereafter appointed Board members must ensure they complete the MA Conflict of Interest Law on-line training program. The signed certificate of training completion must be submitted to the Town Clerk.
4. Collaborate with Board members to develop the Mission and Purpose statements for the COA and periodically review and revise.
5. Ensure the COA fulfills its legal requirements as it conducts its business within the framework of the Town of Wellesley Bylaws and in compliance with any applicable Federal, State or Municipal statutes and regulations.

6. Appoint a Director of Senior Services and participate in an annual performance review to ensure effective management. (Article 6.3)
7. Participate in the review and evaluation of applications of potential new Board members, forwarding comments to the SB for their consideration. (SB Appointment Policy adopted 9/11/17)
8. Practice civility and respect for all Board members, staff, and patrons.
9. Attend all regularly scheduled and special Board Meetings.
10. Review agenda and supporting materials before each Board meeting.
11. Participate in the development of the strategic plan, oversee its execution, and evaluate the results.
12. Encourage the creation of grant proposals, especially for the Campana and New Era Fund approval.
13. Demonstrate fiscal responsibility through policy development that ensures identification of critical financial issues, which come before the Board, including but not limited to: annual budget, all COA grants, gifts, fund requests, revolving account transactions and all expenditures.
14. Actively oversee and approve the EOEAs allocations and any re-purposing of EOEAs funds.
15. Actively oversee stewardship of the TPC assets; and support additional investments to fulfill the emerging needs.
16. Utilize metrics and key performance indicators to evaluate the effectiveness of the COA performance vs. plans.
17. Ask appropriate questions. Make voting decisions only after all facts and materials have been presented and discussed. (SB pg. 7).
18. Participate in at least one working group.
19. Familiarize oneself with the issues that most affect the senior citizens, their families, and the community.
20. Be a public face supporting the interests of the Council on Aging and its patrons in the broader Wellesley community.

21. Review, and if agree, approve the COA Annual Report to the Town of Wellesley.
22. Support services and programs designed to meet the changing needs of the older residents of Wellesley, coordinating with the appropriate goals of the Unified Plan.

SECTION 3 - Meetings

3-1 Meeting Schedule

Unless otherwise agreed, regular Board meetings shall be held during the third week of the month at the Tolles Parsons Center or remotely, if permitted, and compliant with all laws, regulations, and policies. No regular Board meeting shall be scheduled on designated legal holidays, Saturdays, or Sundays.

3-2 Meeting Notice

- A. The Director of Senior Services, or their designee, on behalf of the Chair, is responsible for filing a notice of the meeting with the Town Clerk at least 48 hours (not including Saturdays, Sundays, or legal holidays) before the meeting is to take place.
- B. The meeting notice contains the date, time, and location of the meeting. (MGL 30A – 20 (b)). The date and time the notice is posted is also recorded on the notice. If the notice is amended within 48 hours of a meeting, not including Saturdays, Sundays, and legal holidays, then the date and time the meeting notice is amended must also be recorded on or with the notice. (940 CMR 29.03 (I) (d)).

3-3 Agenda Preparation/Procedure

The Chair and Director of Senior Services are responsible for coordination and planning the monthly agenda. Individual Board members may request, through the Chair, other items to be placed on the agenda. The request should be made no later than one week before the meeting date. After consultation, the Chair and the Director shall schedule a realistic time allowance for each item of business. The Director and the Chair will determine the order of the agenda.

3-4 Requests for Agenda Items

Board members shall make all reasonable efforts to submit supporting items for the agenda to the Chair no later than 5 days before the scheduled meeting.

3-5 Background Information

Background information related to issues for discussion should be submitted to the Director no later than five (5) business days before the scheduled meeting. If late, insufficient, or complicated information on motions is presented at the meeting, any member may request tabling of the item to allow further study of the material presented or the motion proposed. (SB pg. 11)

3-6 Format and Content

- A. Agenda items include, but are not limited to:

- Call to order
- Announcements
- Citizen Speak
- Approval of previous meeting minutes
- Director's Report
- Chair's Report
- Individual issues to be discussed
- Old Business
- New Business
- Adjourn

- B. Topics listed should have enough specificity so the public will understand what will be discussed. (940 CMR 2903 (l)(d)) Time allotment for agenda items will be included on the agenda. Any pertinent background information related to the discussion items should be sent to Board members no later than 48 hours before the meeting along with the agenda.

3-7 Posting and Delivery

- A. The agenda shall be posted on the Town's website and delivered to the Town Clerk no later than 48 hours (not including legal holidays and Saturdays and Sundays) prior to the meeting.
- B. The Director or an appointed designee shall notify persons who are directly involved in an issue, identifying the time the item will be discussed.

3-8 Meeting Procedure

- A. Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure and the Open Meeting Law. Robert's Rule of Order is used as a guide in matters requiring clarification of definition. The practical application of the procedure is on a relatively informal basis. (SB pg.12)
- B. A quorum of six (6) Board members is required to conduct official business. Actions and decisions shall be by motion, second, discussion, and vote. In the event of a non-unanimous vote, abstention and "no" voters will be identified by name in the minutes. (SB pg. 12)
- C. Unless asked not to attend by the Chair, the Director of Senior Services and/or the Assistant Director shall attend all meetings of the Board providing information and recommendations as necessary.

3-9 Citizen Participation at Board Meetings

- A. The regular Board meeting shall contain an agenda item called "Citizen Speak" that allows the public to bring non-agenda items to the attention of the Board. The issues raised will not be debated at this meeting. (SB pg. 13)
- B. An individual citizen and/or group of citizens may request an appointment before the Board by making a request in writing to the Director of Senior Services or Assistant Director stating the reason for the appearance, the action desired, and naming a representative if a group. An adequate amount of time for the presentation, questions, and responses shall be provided. (SB pg. 13)
- C. If the Board is considering matters of a citizen concern at a regular meeting, the public will be allowed to ask questions or make statements relative to the matter under consideration at the discretion of the Chair or upon request of any member of the Board. (SB pg. 13)

3-10 Executive Session

- A. The Board may meet in Executive Session only for specific purposes as listed in Article 2A.1 in the Wellesley Town Bylaws 2016. (Pg. 4-6)
- B. The procedure for going into Executive Session under Article 2A.2 in the Wellesley Town Bylaws 2016 shall be followed. (Pg. 6)
- C. The Board must maintain accurate records of Executive Sessions as provided by the Commonwealth's Attorney General's Open Meeting Law. The Board shall follow Article 3 in the Wellesley Town Bylaws 2016 in regard to Executive Session minutes. (Pg. 6-7)

3-11 Special Meeting

A meeting called for any time other than the regular monthly meeting shall be known as a "Special Meeting." The regular monthly meeting rules will apply. (SB pg. 16)

SECTION 4- General Information

4-1 Communications

Electronic exchanges, including but not limited to: email, sms, text, Facebook, and social media accounts, of more than a quorum of Board members should be limited to discussing procedural items regarding agendas and scheduling. They shall not be used to debate policy or convey opinions. (OML, Chapter 38, Section 18-25).

4-2 Policies/Procedures

- A. Policies and procedures address services provided to the public as well as Board policies and procedures. (Article 5.1).
- B. The Board shall make available, to the public upon request, copies of any of their written policies and procedures. (Article 5.2)
- C. The Board shall keep the Board Policy and Procedure Manual in an organized and up-to-date book in the office of the Director of Senior Services. (Article 5.4)
- D. Policy and procedure development may be identified through the Director of Senior Services or through a Board request. A working group of Board members and staff may be formed to address the specific policy/procedure needs.
- E. A draft copy of the policy/procedure may be distributed to the appropriate staff and Board members, within the constraints of OML, from whom the Policy/Procedure working group wish to obtain comments. (SB pg. 4)
- F. A draft copy of a policy or procedure shall be sent to the Board members for their review before the first read is presented at a Board meeting. Comments should be withheld until the discussion time at a regular Board meeting.
- G. Any adjustments to the draft copy of policy/procedure or further information requests addressed at the "first read" Board meeting will be acted upon before the next Regular Board meeting.
- H. The final draft copy of a policy/procedure will be sent to the Board members before the next regular Board meeting with a note on the agenda that this topic requires a "vote."
- I. Adoption of new policies and procedures and revisions or repeals of existing policies/procedures by the Board may only be finalized by an affirmative vote of a majority of the Board at a duly noticed meeting of the Board. (**SB pg. 3**)

- J. All policies/procedures affirmed by the Board shall be recorded on a form identifying the name of the policy, date of approval by the Board, and the signature of the Chair of the Board and the Director of Senior Services. (SB pg.3)

4-3 Norms for a COA Board Meeting

- A. All in attendance at Board meetings are expected to be courteous and professional at all times with the focus on agenda items as they relate to the Mission of the COA.
- B. Board members, as well as visitors who address the Board, shall not make personal, impertinent, slanderous, or profane remarks to any member of the Board, staff, or general public.
- C. Board members who wish to take issue with another member's conduct, behavior, or processes, will do so privately with the member concerned or will notify them prior to first doing so at a public meeting.
- D. Behavior, which disrupts, disturbs or otherwise impedes or prevents the COA Board from accomplishing its business in a reasonable efficient manner, may cause the meeting to be recessed or adjourned.
- E. Board members are expected to make every effort to honor the time allotment for each agenda item.
- F. Board members are expected to refrain from speaking a second time during the discussion of an agenda item until all members have had an opportunity to speak, unless otherwise requested by the Chair.

**Please be aware that certain words have a particular meaning in this document. "They," "Their," and "Them" are used as all-inclusive gender neutral pronouns.

APPENDIX A- References

1. Wellesley Massachusetts: Board of Selectmen Procedure and Policies Manual, February 2018
2. Town of Wellesley, Town Bylaws, April 2016
 - a. Article 2-7
 - b. Article 3.5
 - c. Article 33.1-33.7
 - d. Article 5.1
 - e. Article 5.2
 - f. Article 5.4
 - g. Article 6.10
 - h. Article 6.12
 - i. Article 6.14
 - j. Article 6.3
 - k. Article 6.8
 - l. Article 6.9
 - m. Article 7.4
 - n. Article A
3. MGL, Chapter 41, Section 107
4. Massachusetts Open Meeting Law, CMR 29.10
5. MGL. 268A
6. MGL, Chapter 30A, 20B
7. Wellesley Select Board's Appointments, September 11, 2017
8. William Densmore Generic Responsibilities of Not-for-Profit Boards,
9. A Guide for Board Members, Executive Office of Elder Affairs, 2015.
10. Council on Aging Policies and Procedures, EOE
11. Guide for Members of Public Boards and Commissions, Office of the Inspector General, December 2017
12. Massachusetts Councils on Aging, Bylaws, Policies
 - a. Franklin
 - b. Georgetown
 - c. Harvard
 - d. Hudson
 - e. Salisbury
 - f. Templeton

APPENDIX B - Definitions

ARTICLE	Wellesley Town Bylaws 2016
SB	Select Board (formerly known as “Board of Selectmen”)
BOS	Board of Selectmen Procedures and Policies Manual (2018)
COA	Council on Aging
CMR	Code of Massachusetts Regulations
EOEA	Executive Office of Elder Affairs
MGL	Mass General Law
NEF	New Era Fund
OML	Open Meeting Law
TPC	Tolles Parsons Center
WCOA	Wellesley Council on Aging

APPENDIX C – Attachments

Town of Wellesley Bylaws—Article 33

Select Board Appointment Procedure September 12, 2017

ARTICLE 33. COUNCIL ON AGING

33.1. Membership. The Town shall have a Council on Aging consisting of eleven residents appointed by the Selectmen.

33.2. Term. The term of office shall be three years commencing on July 1.

33.3. General Duties. The Council shall have the powers and duties of councils on aging under Section 8B of Chapter 40 of the General Laws. These include:

- a. coordinating and implementing programs designed to meet the needs of the aging in coordination with programs of the Massachusetts Department of Elder Affairs; and
- b. maintaining communication with those boards and organizations who may have an interest in the aging.

33.4. Director of Senior Services. The Council shall appoint a Director of Senior Services and such staff as it deems necessary.

33.5. Budget. The Council shall prepare an annual budget. The budget is subject to approval by the Selectmen. The Selectmen are responsible for presenting the budget to the Advisory Committee and for presenting the motion for the budget appropriation to Town Meeting.

33.6. Annual Report. In addition to the requirements of Article 4, the Council shall send a copy of its annual report to the Massachusetts Department of Elder Affairs.

33.7. General Provisions. The Council shall also be governed by Articles 2 through 7 of these bylaws and other provisions of these bylaws applicable generally to all boards, except as it is specifically directed by law or a provision of these bylaws to act otherwise.

**Administrative
Policy and
Procedure**

Board of Selectmen
SELECTMEN'S APPOINTMENTS
Approved September 11, 2017

PURPOSE:

To clarify the appointment process to be followed by the Board of Selectmen for all appointments to other Town boards and committees as specified in the Town's General Bylaws Article 19.7, other relevant sections of the Town's General Bylaws, and ad hoc and special committees.

POLICY:

The appointment policy of the Board of Selectmen is to encourage citizen participation and make appointments in a clear and transparent manner of those persons most qualified to be members of Town boards and committees in accordance with the Town's Bylaws.

APPLICABILITY

The Board of Selectmen has the authority to appoint all committees and positions outlined under Article 19.7 of the General Bylaws, and jointly with the Planning Board under Article 45.1. From time to time the Board may appoint persons to ad hoc or special committees, as the need arises.

APPOINTMENT PROCEDURE:

1. The Selectmen's Office will maintain a current list of all appointments made by the Board and any vacancies that may exist. The list will include each committee or position, appointee names, term of appointment, and other information relevant to each committee or position.
2. Annually, prior to the Board taking up appointments for the following fiscal year, the Selectmen's Office will contact each person whose appointment is expiring to ascertain whether or not he or she is requesting reappointment. The board or committee chairperson will be notified as well. The list of appointments will then be updated for each board and committee with regard to those members requesting reappointment, and any vacancies that need to be filled. A list of vacancies will be advertised, the Board of Selectmen will accept applications from persons interested in serving on a board or committee, and the Board, at its discretion, may solicit applications.
3. Should a vacancy arise that results in an unexpired term outside of the appointment process, a similar process may be followed to seek interested applicants to fill that vacancy for a term ending July 1st of the following year, or the completion of the original term, solely at the discretion of the Board of Selectmen.
4. A list of all vacancies will be advertised on the Town's website and other appropriate media giving notice of any vacancies and describing the process by which residents may apply to fill such vacancies. Boards and committees where such vacancies exist will be notified as well.
5. Persons seeking appointment to a board or committee will be required to complete a Town application for the position(s) they are seeking, and will be encouraged to provide

**Administrative
Policy and
Procedure**

Board of Selectmen
SELECTMEN'S APPOINTMENTS
Approved September 11, 2017

- a resume, if available, directly to the Selectmen's Office. Applications will be posted on the Town's website and will be available for review in the Selectmen's Office.
6. The Selectmen's Office will provide copies of the applications to the board or committee chairperson, and will request the board or committee's evaluation of the candidates and their qualifications to serve on the board or committee to which they apply. The evaluation will be considered by the Selectmen, but will not be the sole determining factor in the Board's appointment.
 7. The Board of Selectmen, in its sole discretion, may interview persons seeking appointment to boards or committees.
 8. The Board may request that the Chair of a Board that is recommending appointments to fill vacancies attend a Selectmen's meeting to discuss those appointments prior to the Selectmen taking action.
 9. The Board of Selectmen will endeavor to make appointments to boards and committees and positions prior to July 1st of each year, or as vacancies occur.
 9. Once appointments are made, the Board's list of appointments will be updated, and each appointee will be provided a letter of appointment. The Town Clerk will be provided with a list of persons who are resigning their appointment, and those who have been appointed.

DEFINITION

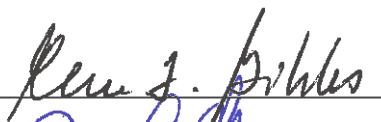
None.

REGULATORY / STATUTORY REFERENCES:


This policy is subject to the requirements set forth in Town of Wellesley, Article 19.7, and Article 45.1.

APPROVED BY:

Board of Selectmen, Chair: Ellen F. Gibbs



Board of Selectmen: Jack Morgan



Board of Selectmen: Marjorie R. Freiman



Board of Selectmen: Thomas H. Ulfelder



Board of Selectmen: Beth Sullivan Woods



Original date:

Revised dates: