

SELECT BOARD POLICY TWO

New Member Orientation

In accordance with the requirements of law, each new Select Board Member elected to the Board is required to complete the Massachusetts Ethics Commission Conflict of Interest Law Online Training and Examination and is strongly encouraged to attend orientation offered by the Massachusetts Select Board Association and the Massachusetts Department of Revenue Division of Local Services (DOR DLS).

The Select Board Chair, Town Manager and Comptroller shall assist each new member to understand the Board's functions, policies and procedures as soon after the election as possible.

Each new member shall be given or provided direct online access to the following materials:

- A. A copy of the Open Meeting Law, M.G.L.Ch. 30A and the regulations thereunder
- B. If applicable, a copy of each Open Meeting Law determination issued by the Attorney General within the last five (5) years to the board and in which the Attorney General found a violation of the Open Meeting Law
- C. A copy of the State Ethics/Conflict of Interest Regulations
- D. A copy of the DOR DLS "Guide to Financial Management for Town Officials"
- E. Copies of the Town Home Rule Charter and Town By-Law
- F. Copies of the Town Zoning By-Law and Zoning Map
- G. Copies of all Select Board Policies
- H. A copy of the town's current fiscal year budget
- I. Collective bargaining agreements (or summaries) for all town collective bargaining units
- J. Any other materials the Chair, Town Manager and/or Comptroller identify deem helpful