

Requirements for Boards, Commissions and Committees Members

Congratulations on your Appointment or Election to a Board or Committee for the Town of Boxford!

The Town of Boxford relies on our elected and appointed officials for much of the town's important business. As a member of a public body, you must comply with state and local requirements. This page will give you the resources of what first steps you must do as a municipal official and link to resources and staff who can help you with any questions.

OATH OF OFFICE GUIDE

Before you can attend your first meeting as an elected or appointed official, you must take an oath of office. If you are a returning member of a board or committee, a new oath must be taken at the beginning of each new term.

Once appointed or elected, please visit the Office of the Town Clerk, on the second level of the Boxford Town Hall, to be sworn in.

Via the following link, you will find both the PDF guide & video training on how to be an effective member of a board or commission. Information is provided by the Inspector General's office, Commonwealth of Massachusetts.

[Guide for Members of Public Boards and Commissions](#)

OPEN MEETING LAW GUIDE

The Open Meeting Law specifies that all deliberations of a public body be conducted in a meeting open to the public & includes requirements for posting of meeting notices and agendas and how to generate and approve minutes.

[Attorney General's Open Meeting Law Guide \(PDF\)](#)

[Checklist for Posting an Open Meeting](#)

ANTI-DISCRIMINATION & ANTI-HARASSMENT POLICY

The Town of Boxford seeks to promote an atmosphere of cooperation & inclusion. Consequently, Boxford upholds a strict code of conduct regarding harassment & discrimination.

[Anti-Discrimination & Anti-Harassment Policy](#)

CONFLICT OF INTEREST GUIDE & TRAINING

As a public employee in the Commonwealth of Massachusetts, you are required to comply with the state conflict of interest law, MGL 268A. Compliance with this law helps ensure that public employees serve the public with integrity.

To address this requirement, please complete the following online Conflict of Interest Law Training course. You will be asked log in or create a new account before beginning this training.

[Conflict of Interest Law Commonwealth of Massachusetts](#)

[Conflict of Interest Law Online Training](#)

SUPPLEMENTAL MATERIALS

OPEN MEETING LAW RESOURCES

[Open Meeting Law Website - MASS.gov](#)

[Open Meeting Law Guide and Educational Materials](#)

[Checklist for Posting a Meeting Notice](#)

[Checklist for Entering Into Executive Session](#)

[Checklist for Creating & Approving Meeting Minutes \(PDF\)](#)

[Reasons for Convening into Executive Session \(PDF\)](#)

PUBLIC RECORDS LAW

[A Guide to Massachusetts Public Record law \(PDF\)](#)

[Public Records Law - Information Sheet \(PDF\)](#)