Charge to the _____ Committee

Appointed by: _____ (select board / council / school board) **Vote on:** _____

Purpose

The committee will _____.

Members

Seat	Name	Term ends
_____ (e.g., resident at large)	_____	_____
_____	_____	_____
_____	_____	_____
Ex officio / staff liaison (non-voting)	_____	—

Quorum: a majority of appointed members unless the appointing body says otherwise: _____

What the committee delivers

- _____ by _____
- Interim report to the appointing body on _____
- The committee advises; it does not spend money or sign contracts unless the appointing body votes to allow it: _____

Sunset

The committee ends on _____ unless renewed by vote.

First meeting checklist

- ☐ Notice posted (ME: in ample time; NH: 24 hours, 2 places; MA: 48 hours, with the clerk) — date and time posted: _____
- ☐ Elect a chair and a clerk / secretary
- ☐ Hand out this charge and the open-meeting basics (no email deliberation among a quorum; minutes of every meeting)
- ☐ Agree on a meeting schedule and where notices and minutes will be posted
- ☐ Note any conflicts of interest members have with the committee's work
- ☐ Remote participation: confirm the town's policy or rule before anyone joins remotely
- ☐ Minutes taken by: _____

Clerk / secretary of the appointing body: _____ **Date:** _____

State notes

- **Maine:** Committees of a town or school are usually public bodies under FOAA: notice in ample time, a record of the meeting, and executive session only by a 3/5 recorded vote for a purpose in 1 M.R.S. § 405. A remote-participation policy adopted by the municipal officers generally covers the town's committees unless they are authorized to adopt their own (§ 403-B).
- **New Hampshire:** Committees appointed by a public body are covered by RSA 91-A: post notice at least 24 hours ahead (excluding Sundays and legal holidays) in 2 places, keep minutes open within 5

business days, and keep a quorum physically present except in an emergency.
- **Massachusetts:** Committees of a town or school committee are public bodies under the Open Meeting Law: post notice at least 48 hours ahead (excluding weekends and legal holidays) with the municipal clerk, keep minutes, and enter executive session only for a purpose in c. 30A § 21(a).

Sources

- 1 M.R.S. § 406 (public notice) — https://legislature.maine.gov/legis/statutes/1/title1sec406.html
- 1 M.R.S. § 403 (meetings open to public; record of meetings) — https://legislature.maine.gov/legis/statutes/1/title1sec403.html
- 1 M.R.S. § 403-B (remote participation in public proceedings) — https://legislature.maine.gov/legis/statutes/1/title1sec403-B.html
- 1 M.R.S. § 405 (executive sessions) — https://legislature.maine.gov/legis/statutes/1/title1sec405.html
- RSA 91-A:2 (meetings open to the public; notice; minutes) — https://www.gc.nh.gov/rsa/html/VI/91-A/91-A-2.htm
- M.G.L. c. 30A, § 20 (open meetings; 48-hour notice) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section20
- M.G.L. c. 30A, § 21 (executive sessions) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section21
- M.G.L. c. 30A, § 22 (minutes; open-session minutes available within 10 days) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section22

Practice template, not legal advice. Your articles, bylaws, policies and the statutes control — check with counsel or the state office before you rely on it.

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