



IMPORTANT INFORMATION

COMPLIANCE REQUIRED SAVE FOR FUTURE REFERENCE

Town of North Reading
Massachusetts

Town Clerk
Elections

MEMORANDUM

DATE: Effective July 1, 2010

TO: Departments, Boards, Committees, Commissions

FROM: Barbara Stats, Town Clerk
Ethics Commission Municipal Liaison

RE: Chapter 28 Acts of 2009 -- Ethics Reform Bill
Open Meeting Law Changes (OML)

Chapter 28 of the Acts of 2009 – also known as the “Ethics Reform Bill” – encompassed many changes that were scheduled to be effective at various stages during the past year, including the Conflict of Interest Law and sections of the Campaign Finance Laws.

The final phase of this Bill which encompasses *significant* changes to the Open Meeting Law is effective on **July 1, 2010**. *These changes require compliance by all boards and committees, as well as their recording secretaries.*

A summary of the key components of the provisions and changes under the new OML law is outlined on a separate sheet and should be shared with all committee members, as well as recording secretaries. The standard meeting notice form has been revised to incorporate space for an agenda (“*a listing of topics that the chair reasonably anticipates will be discussed at the meeting*”) which is required under the new OML. We would appreciate all boards and committees using this standardized form, which is available at our office and on the Town Clerk’s website.

As of July 1st, the State Attorney General’s Office (rather than the various District Attorney’s Offices) will have jurisdiction over the OML and the AG’s Office will provide procedural and substantive regulations “*that will help fill in the gaps within the new OML and respond to issues that may arise.*” Once finalized, these regulations will be available on the AG’s website and will also be posted on the Town Clerk’s website under the “Open Meeting Law” link.

Please save this memo for future continued reference and visit the Town Clerk’s website or the Attorney General’s website for further information. Once all of the material is finalized and available, the applicable changes under the Ethics Reform Bill will also be incorporated within the booklet provided by the Town Clerk’s Office to all board and committee members as they are sworn-in to their various positions.