

EASTHAM SELECT BOARD

GUIDELINES FOR REGULATORY BOARD APPOINTMENTS

APPROVED BY THE SELECT BOARD: February 27, 2023

In order to ensure that all regulatory boards have access to adequate training and documents upon appointment, ensure that meetings are conducted with efficiency, and that all applications are reviewed and discussed in a professional and lawful manner, the following guidelines are established:

1. Regulatory Board Appointments

- a. The Town of Eastham regulatory boards consist of the Conservation Commission, Board of Health, Planning Board and Zoning Board of Appeals.
- b. Appointees shall complete the Conflict of Interest training, and Open Meeting Law acknowledgement, as required by the Town Clerk.
- c. The Town will register each appointee as a member of their respective state/local association, including but not limited to: Massachusetts Association of Conservation Commissioners (MACC), MA Association of Health Boards (MAHB), MA Chapter of the American Planning Association (MAPA).
- d. Each appointee is encouraged complete their respective certificate courses within two years of appointment, subject to course offering availability:
 - Fundamentals for Conservation Commissioners Certificate Course
 - Annual Certificate Program, MA Assn. of Health Boards
 - Citizen Planner Training Collaborative Level 1 - Certificate for Citizen Planners.
- e. Each new appointee is encouraged meet with their respective town staff liaison within the first few months of appointment to discuss any outstanding questions, receive association membership log-in information, and pertinent printed documents.
- f. Each appointee shall receive and have consistent access to their respective association handbooks: MACC Environmental Handbook, Legal Public Health Guidebook, Guidebook to Massachusetts Land Use, and Massachusetts Zoning Manual.
- g. Appointees shall receive printed copies of the following:
 - i. Applicable bylaws, regulations, and policies.
 - ii. Applicable guidebooks and commonly used abbreviations and plan symbols.

- iii. Current drafts of regulations and documents under revision.

2. Collective Continuing Education

The following ongoing practices are recommended to be shared goals for the regulatory board to work towards completing on an ongoing basis. Regulatory boards are encouraged to work together to accomplish these goals through consensus. Appointees can volunteer to attend workshops and meetings based on their work schedule, availability, and interest. When an appointee attends a conference or workshop, they are encouraged to report back any key takeaways or information of interest to their board/committees at a subsequent work session, or during liaison reports at regular meetings.

- a. Attend relevant educational course(s) that are of most interest to the appointee. Workshops should relate to the appointee's responsibilities and necessary skills to fulfill their appointment on their respective boards. A variety of courses are available at annual conferences, as well as online during evening hours, and can be organized for in-person learning.
- b. Attend annual conferences and board/committee work sessions either in-person or online.
- c. Fees for continuing education courses, handbooks and materials, association memberships, and annual conference admissions will be paid for by the town.
- d. Appointees are encouraged to attend joint regulatory board meetings and/or meetings with Town Counsel annually, or as necessary.
- h. Boards/committees are encouraged to discuss and/or review the following topics annually as necessary, among others as chosen by the committee:
 - i. Open Meeting Law
 - ii. Conflict of interest
 - iii. Meeting procedures
 - iv. Review meeting best practices and procedures
 - v. Filing requirements
 - vi. Enforcement procedures
 - vii. Non-jurisdictional topics