



POLICY No.: A-3
DATE ADOPTED: OCTOBER 17, 2007
AMENDED: December 14, 2022

TOWN OF WEST BOYLSTON Select Board POLICY

Policy on the Establishment and Adoption of Policies

Purpose: This policy defines the process by which the Select Board, hereinafter referred to as the Board, propose, adopt, and amend policies and procedures for the Town of West Boylston.

Background: The Select Board of the Town of West Boylston recognizes the need to:

1. fulfill its responsibilities under provisions of Section 3 of Chapter 23 of the Acts of 1995, An Act Establishing a Select Board/Town Administrator Form of Government in the Town of West Boylston,
2. define the traditional and accepted working relationships between the Board and other town boards, committees, officials, and citizens,
3. establish a consistent and systematic methodology for dealing with issues,
4. provide local interpretation and application of General Laws, Bylaws, and other constituting documents, and
5. set the expectations of those who come before the Board to conduct business.

To accomplish these goals, the Board will create public policies and procedures as outlined in this policy statement.

- Policy:**
1. Draft policies and policy amendments must be submitted, in writing, to the Board at a regularly scheduled meeting.
 2. Draft policies and policy amendments may only be

submitted by a member of the Board or the Town Administrator.

3. The Board may vote to adopt or amend a policy at the same meeting at which the policy or the amendment is first introduced. However, if there is an objection by one or more Board members, the Board shall place the policy or amendment on a future agenda for adoption.
4. The Board shall schedule a public hearing to be held at a regularly scheduled meeting to consider adopting the draft policy or amendment, provided that notice of such hearing is provided to the department(s) impacted and posted under the Notice Section of the town's website at least forty-eight (48) business hours prior to the public hearing. Policies involving matters enumerated in Article XXIII of the General Bylaws shall follow the public hearing requirements therein.
5. The Board may adjourn and continue the public hearing to discuss and amend the draft policy or amendment, provided that prior to the adjournment of the public hearing session convened to consider adopting the draft policy; the Board publicly schedules the date and time for the continuation of the public hearing. The Board may publish or distribute the draft policy or amendment for comment.
6. Policies shall be promulgated, amended, or rescinded by an affirmative vote of three members of the five-member Board.