

Effective Governance Workshop for Concord 's Committee and Board Volunteers

Saturday, November 6, 2021

9:30am – 11:30am

Virtual Workshop

Join Zoom Meeting

<https://us02web.zoom.us/j/87040066054?pwd=ZXZxcC9ld3FKMVPyUldPVtU5MTNBUT09>

Meeting ID: 870 4006 6054

Passcode: 351496

PROGRAM

9:30 am Welcome from Terri Ackerman, Select Board Chair

9:35 – 9:45 SESSION 1 – Zoom and Hybrid Meeting Guidelines

Presenter: Town Manager's Office

- Agenda posting for a hybrid meeting
- Hybrid Meeting guidelines
- Hybrid meeting locations
- Appropriate protocol and conduct
- Questions

9:45 – 10:45 SESSION 2 – Ethics, Open Meeting and Public Records Compliance overview

Presenter: Kaari Tari, Town Clerk

- Know Before you Go: Statutory requirements before you attend your first meeting as an appointed official
- Ethics: It's personal
- Best Practices for compliance: Open Meeting Law
 - Agendas and minutes
 - Posting agendas
 - Timing
 - Provision for emergency meeting
 - Quorum requirement
 - Deliberation
 - Serial communication
 - Executive Sessions: process and reasons to hold
 - Remote participation policy
 - Running a meeting
 - Keeping the meeting on track
 - Public comments
 - Public Meetings and Public Hearings

- Minutes
 - Level of detail
 - Documents discussed or presented
 - Approving minutes

- Best Practices for compliance: Public Records Law
 - Committee records
 - Clerk's notes and draft minutes
- When to transfer your committee records to the Town Clerk or supporting department staff
- Questions

10:45-11:10 SESSION 3 – Town Meeting

Presenter: Carmin Reiss, Town Moderator

- 2022 Annual Town Meeting Cycle and Timeline
- Budget Process
- Committee Town Meeting Responsibilities: If Sponsoring an Article
- Committee Town Meeting Responsibilities: If Not Sponsoring an Article
- * Adjustments during Covid
- Questions

11:10-11:30 SESSION 4 – Cybersecurity

Presenter: Jason Bulger, IT Director

- Cybersecurity Overview
- Questions

11:30 CLOSING REMARKS AND THANKS

Terri Ackerman, Select Board Chair