



Framingham Community Preservation Committee

Meeting Rules

*All meetings of the Community Preservation Committee are subject to the **Open Meeting Law**. Members of the Committee shall adhere to all aspects of the law.*

Postings

Meetings shall be posted 48 business hours prior to the meeting date and time.

Meeting Schedule

Meetings will generally be held twice a month on the 2nd and 4th Monday of the Month. Meetings will be held in either a hybrid or exclusively online remote format. They will begin at 7 PM and end at 9 PM. Should more time be needed, a vote shall be taken in favor by a majority of the Committee prior to 9 PM.

Meeting Cancellation

Should it be necessary to cancel a meeting due to inclement weather or any other unforeseen circumstance, the Committee Chair or the CPC Administrator shall notify the City Clerk's Office of the cancellation. The Chair or CPC Administrator shall notify members of the cancellation.

Quorum

A quorum of the Community Preservation Committee shall consist of five (5) members participating either in-person or remotely. A meeting shall not begin without a quorum of members. If a quorum cannot be achieved, the meeting must be disbanded and no CPC business shall be discussed by the members present.

Motions, Discussions and Voting

1. Once recognized by the Chair, any member of the Committee may make a motion for consideration and action.
2. For clarity, motions should be made in the affirmative. To advance discussion of the motion, the motion must be seconded by another member of the committee. Discussion does not proceed if there is not a second to the motion.
3. During Discussion, the Chair will grant each member of the Committee the privilege to comment, ask questions or otherwise deliberate on the motion.
4. Members of the public may be invited to comment on a motion under discussion at the discretion of the Chair. There is no City bylaw or state statute that requires a Chair to entertain public comment, except as may be required for public hearings as discussed later on in these rules.
5. The Chair may set standards and limits for comments received from the public.
6. Any future discussion or public comment of the revised motion is allowed at the discretion of the Chair. The Chair will call for a vote once the Chair is satisfied that discussion and deliberations are concluded.

7. A voice vote of “Aye” or “Yes” will be counted in the affirmative. A voice vote of “Nay” or “No” will be counted in the negative. Members who choose to abstain from a vote will declare “Abstain.” If all members are participating in-person, the Chair may allow votes to be taken by hand raising.
8. A motion is passed or approved only when a simple majority of participating members vote in the affirmative. A motion fails if the vote is tied— an equal number of members voting Yes or No.
9. No votes on motions made in open public session or Executive Session shall be made by secret ballot.

Items Requiring CPC Approval

The following items shall be approved with a majority vote:

1. The expenditure of Administrative Funds in excess of \$1,000
2. Approval of Eligibility of CPA projects
3. Recommendations of projects to be funded including the funding amount and conditions
4. The approval of the CPC’s Annual Budget
5. Approval of Minutes
6. Approval of the Final Community Preservation Plan and the annual Community Preservation Plan Update

Acceptance of Special Applications shall require a 2/3 super majority vote of the full Committee.

Meeting Agenda Template

CALL TO ORDER

By the chair who notes the time.

AGENDA

Read by the Chair.

PUBLIC PARTICIPATION

1. Members of the Public who wish to speak on a topic not on the Agenda will notify the Chair.
2. CPC members shall not respond to comments made by members of the public.
3. The total time allocated for Public Participation shall be 15 minutes.
4. No individual participant shall be permitted to speak longer than 3 minutes.

DISCUSSION

Topics shall be discussed in the order they appear on the Agenda.

EMAILS RECEIVED

The CPC Coordinator shall describe any emails received in the CPC mailbox.

REPORT FROM THE CPC COORDINATOR

REPORT FROM THE CHAIR/VICE CHAIR

MEMBER PREROGATIVES

Members can propose but not discuss possible Agenda items for the next meetings

Members can report on work being done by working groups.

APPROVAL OF MINUTES

ADJOURN

Minutes

Minutes of meetings are considered historical documents and are official when recorded.

1. They should be approved at a future meeting (before the end of the fiscal year) with the approval of minutes noted in the minutes of that meeting.
2. The clerk for the committee meeting must send the minutes to the City Clerk within 45 days of the meeting (City Ordinances Article 1, Section 110-5).
3. A committee need not vote to adopt or approve open session minutes before releasing them to the public.
4. Corrections can be made before minutes are sent to the City Clerk or, if draft of minutes had previously been sent to the City Clerk, the corrections made must be noted in the minutes of the meeting where the minutes are approved and the corrected and approved minutes must then be sent to the City Clerk.
5. Minutes should also be sent to Cityclerk@Framinghamma.gov in or Adobe (.pdf) files so they can be posted on the City's website.

Minutes shall be taken and be submitted to the City Clerk. Minutes of all meetings (public and executive sessions) are required by the Public Records Law (MGL: c. 66, § 5A). The minutes will include the following:

1. The names of the members in attendance, the members not in attendance and any recognized speakers in attendance
2. A list of the documents distributed before and at a meeting,
3. The topics discussed, a summary of the discussion on each subject,
4. All votes taken (indicating the number who voted for the motion, number who voted against the motion, and the number abstaining) in the following sequence: for-against-abstain,
5. A list of action items and deferred items.
Note: Action items and deferred items should be reviewed at each subsequent meeting until the items have been disposed of.
6. The date and time of the next meeting.

Executive Session

1. Executive session, closed to the public, may be held if the Committee first convene in a duly posted open session. A majority of the members must vote by roll-call in favor of a motion to enter into executive session. The motion, as well as the posted agenda, must state the reason for the executive session and must state whether or not the Committee will return to open session.
2. The Executive session shall be properly noted on the posted agenda with the exempted category under the Open Meeting Law (Chapter 30A Section 21 (3)).
3. All votes taken in executive session must be recorded roll-call votes.

4. Minutes must be taken during executive session; however, they will not be released until the matter discussed has been resolved. Once the matter has concluded and the minutes have been approved, a copy should be provided to the City Clerk.
5. The Committee shall regularly review executive session minutes for public release.
6. Executive session may be held only for the following purposes:
 - a. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.
 - b. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
 - c. To discuss strategy with respect to collective bargaining or litigation if any open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
 - d. To discuss the deployment of security personnel or devices, or strategies with respect thereto.
 - e. To investigate charges of criminal misconduct or to consider the filing of criminal complaints.
 - f. To consider the purchase, exchange, lease or value of real property if the chair declares that on open meeting may have a detrimental effect on the negotiating position of the public body.
 - g. To comply with, or act under the authority of, any general or special law or general grant-in-aid requirements.
 - h. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening.
 - i. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity (see MGL Ch.30A sec. 21 for further provisions).
 - j. To discuss trade secrets or confidential, competitively sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such government body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct

business in relation to other entities making, selling or selling or distributing electric power and energy.

Project Submission

All CPC members shall be prohibited from individually submitting Eligibility Forms and Full Applications for project funding. Further, any committee member who resigns shall be prohibited from individually submitting an Eligibility Form or Full Application until one year has passed from the date of their resignation.

CPC Member Conduct at Meetings

CPC Members shall listen attentively to others and refrain from interrupting or having side conversations. Keep comments brief and to the point. Members wishing to speak shall raise their hand and wait until acknowledgment of the Chair before speaking.

Conduct at Public Meetings

An individual committee member has a right to speak publicly as a private citizen at all public meetings but should not purport to represent the committee or exercise the authority of the committee unless specifically authorized by that body to do so. When speaking at public meetings as a private citizen, members should refrain from identifying themselves as members of a committee because it may be perceived that they speak for the committee. Members of the committee who speak at a public meeting should clearly state they are expressing views they hold as private citizens.

CPC Members' Roles and Responsibilities

As per the City of Framingham Ordinances, the CPC shall have 9 members: 4 at large and 5 additional from the Historical Commission, Parks and Recreation Commission, Conservation Commission, Planning Board and Framingham Housing Authority.

Election of Officers

Election of officers shall take place annually in July or the earliest meeting after the annual appointments made by City Council. No person shall serve more than five consecutive years in the same office without unanimous support of the Committee. If an office becomes vacant a temporary replacement shall be appointed with a permanent replacement within 60 days.

CPC Officers:

Chair

1. As the presiding officer, the Chair schedules the place, date, and time of meeting.
2. The Chair creates the meeting agendas and ensures meeting notices are officially posted as required by Open Meeting Law.
3. The Chair presides at all meetings, decides questions of order, calls special meetings, and signs official documents that require the Chair's signature.
4. The Chair has the same rights as other members to offer resolutions, make motions, discuss questions, and vote.

5. At the outset of meeting, the Chair must request notification from any person, who intends to make a video or audio recording or transmission of the meeting.
6. A member of the public may record the meeting as long as the Chair and the public are made aware that they are recording.
7. For meetings televised or live streamed, the chair must announce that the meeting is being broadcast live and/or recorded for future re-broadcast, as appropriate.

Vice Chair

The Vice-Chair assumes all responsibilities of the Chair whenever the latter is absent from meetings and performs other duties as necessary.

Clerk

The Clerk or other recognized officer will read aloud the official notice of a public hearing whenever a committee convenes for a public hearing. The Clerk is also responsible for ensuring that meeting minutes are recorded and once approved, are filed with the City Clerk should the CPC Administrator be unavailable. The Clerk shall prepare the minutes of Executive Session meetings.

Working Groups

Working Groups shall be organized as specific needs arise. All meetings of Working Groups are subject to Open Meeting Law and shall be posted as a public meeting.

CPC Administrator

The CPC Administrator shall serve as an administrative assistant. The Administrator may record minutes of meetings, prepare and circulate information for meetings and perform other administrative duties. The CPC Administrator shall be responsible for additions or changes to the CPC City Website.

Training

All New Members, as part of their orientation, will attend a CPC training (i.e. CPC Boot Camp offered by the Community Preservation Coalition). All Members are responsible for completing required Conflict of Interest and Ethics trainings, as required by the City of Framingham.

Attendance and Resignation/Termination

1. Members are expected to attend meetings regularly and notify the chair or staff of absences in advance.
2. The Committee may vote to authorize the Chair to declared that a member's position is vacant if they fail to attend 6 consecutive meetings. If approved by CPC vote, the Chair shall request that the appointing body remove the member.
3. Members voluntarily resigning shall provide written notification to the City Clerk under M.G.L. Chapter 41, Section 109 and provide a copy to the Chair and City Council.