



Town of Carlisle

MASSACHUSETTS 01741

Office of
TOWN CLERK
66 Westford Street
Tel. (978) 369-6155



Peggy Wang
Gallimore

Gretchen

Town Clerk
Town Clerk

Assistant

Public Body Member Handbook

We appreciate that you've chosen to serve Carlisle by participating as a member of a public body. The work you do is important and necessary to the functioning of the Town of Carlisle and its government.

This Handbook includes important information, guides, and resources to assist you in understanding legal requirements and other responsibilities of your role. You can reach our office at townclerk@carlislema.gov or 978-369-6155.

Start here:

1. All Public Body members must be sworn to their duties before participating in their first meeting as a voting member.
2. Sign the Open Meeting Law (OML) Certification Form and return a copy to the Town Clerk.
3. Complete the Acknowledgement of Receipt of Summary of Conflict of Interest Law and Ethics Training through the state's online portal: [Complete the Conflict of Interest Law Education Requirements | Mass.gov](#). Choose the "sign in or create an account to complete the education requirements" button, then you will be instructed through the process of creating an account and completing the training.

Included in this Handbook:

- OML Certification Form
- Agenda and Minutes Style Guide (Updated June 30, 2023)
- Open Meeting Law Guide and Education Materials (2018)
- Special guidance regarding the use of file-sharing and collaborative software
- Guide for Members of Public Boards and Commissions: How to be an Effective Member of a Public Board or Commission (June 2023)
- Direct links to State Departments and resources