



Massachusetts Town Clerks' Association

The Public Recorder

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SEPTEMBER 2016

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From the President, Andrew T. Dowd

Happy Fall!

I hope you all had a great summer. For most of us, the September 8th Primary Election was a long quiet day. It certainly provided a good opportunity to go over procedures with your election workers and get them ready for November. Although we still have other tasks to keep up with, our primary focus now is ELECTIONS!

The Early Voting period is just over a month away, from October 24th through November 4th, we're obligated to offer Early Voting during regular business hours. Many communities have elected to offer additional hours, including evenings and weekends. The grant program recently announced by the SOC will provide funding to those communities who offer Early Voting Saturday October 29th. As we gear up for EV and November 8th, we're all working to fill our minds with knowledge that will help us be successful.

The Mentoring Committee conducted its second training session of the year, sessions were held concurrently in Monson and Walpole on September 20th. This session focused solely on running Elections. Over 50 Clerks and assistants attended these sessions, lots of great information was imparted, all of which is also posted on our website. Thanks to the members of the Mentoring Committee for putting on these great sessions!

Speaking of training, hopefully most of you are attending the Fall Conference in Springfield September 28th – 30th, once again the focus is on Elections. Once again our conference registration numbers are record breaking. A big thank you to all those involved in putting together the conference.

See you in Springfield!

Andy –



UPCOMING MTCA CONFERENCES

MTCA FALL CONFERENCE

SEPTEMBER 28-30, 2016

SHERATON SPRINGFIELD
SPRINGFIELD, MA

NEACTC CONFERENCE

NOVEMBER 15-17, 2016

OMNI PARKER HOTEL
BOSTON, MA

BEACON HILL REPORT

by Thomas Joyce, Esq.

On August 1st at 12:15 AM the state legislature finished its formal sessions for the year. After passing scores of bills in the final week, including a number of conference committee reports, legislators left Beacon Hill to campaign for re-election. I am pleased to report that no legislation passed which was adverse to your mission.

Additionally, after earlier passing public records reform which included MTCA suggested edits, your major legislative priority, authorizing the use of electronic poll books at check in tables was enacted by the legislature. The bill, signed into law by Governor Baker on August 9th, authorizes the Secretary of State to approve devices and allows municipalities' boards of selectmen to vote to approve their use at elections. The electronic poll books will replace the cumbersome paper voter lists.

The poll books language was included in a much larger bill streamlining and improving the way municipalities do business (Chapter 218 of the Acts of 2016.) As I reported earlier, MTCA President Andy Dowd worked tirelessly with the Administration, particularly Lt. Governor Karen Polito, to ensure that the Municipal Reform Act included a number of sections we supported.

While formal legislative sessions have concluded for the year, the House and Senate are meeting in informal sessions twice weekly until the next General Court is sworn in during the first week in January. This means that hundreds of bills will be passed without objection. Historically, in excess of two hundred bills are signed into law by the Governor during this time frame. I will be monitoring both branches closely attempting to make certain nothing adverse to your interest passes.

Congratulations on successfully conducting the primary elections and best wishes as you prepare for early voting. Thankfully, Secretary Galvin recently announced a grant program intended to help fund early elections that may permit voting on the weekend prior to Election Day.

On another note, regarding the election of legislators which is so important to our public policy interests, we can be sure to expect a couple of surprises in November. There always seems to be a few. In fact in last weeks primary elections two experienced House members got knocked off. To be certain, with a number of Senators and Representatives retiring there will be a number of new faces next year. However, I don't expect the overwhelming democrat majorities to change.

Good luck this fall and enjoy this unusually warm weather. I will continue to keep your leadership and legislative committee informed.

OFFICE OF CAMPAIGN & POLITICAL FINANCE

Municipal clerks and local election officials frequently call us with questions. Here are some of the most recent issues:

How to dissolve a municipal campaign

A frequent issue raised by municipal clerks is how to dissolve candidate campaigns and ballot question committees.

To help, we created a tutorial for clerks on how to dissolve municipal political committees. Feel free to share it with your candidates and committees. [Click here](#) for the tutorial.

Generally, dissolutions happen after an election for unsuccessful candidates. Ballot question committees must always dissolve after an election, with very few exceptions.

Campaigning in municipal buildings

Can local candidates, including House and Senate candidates, campaign in public buildings, such as the senior center and library?

Continued on Page 3

Office of Campaign & Political Finance cont.

The campaign finance law allows candidates to hold political events and other activities in public buildings, so long as contributions are not solicited and received, and equal access to the facility is available to all candidates and committees.

For example, if a Senate candidate hosts a “meet the candidate” coffee hour at the senior center, his or her opponents must be given the same opportunity, if they ask.

Candidates should check with a building administrator before visiting because local policies can sometimes be more restrictive.

Posting reports to the municipal website

When are clerks required to post reports, and how long do they need to stay posted?

The law requires reports to be posted within 30 days of a filing deadline, if activity exceeds \$1,000 (though OCPF strongly suggests that all reports are posted). The reports should remain on the municipal website until Dec. 31, six years after the election.

[Click here](#) for more information about posting reports.

Please call with your questions: 617-979-8300.

Jason Tait
OCPF

MTCA BYLAW & POLICY REVIEW COMMITTEE
Proposed MTCA Bylaw Amendments

Below is a listing of the proposed MTCA bylaw amendments which will be brought to the Membership for a vote at the September X, 2016 Conference in Springfield. ***The E-Board voted its approval at the June X, 2016 E-Board meeting.***

Following the bylaw amendments made at the June 2016 Conference, questions were raised about the new category of Associate Members outlined in Article III, Section A (Membership). The proposed changes are an effort to clarify the intent of the changes, and are not substantive in nature. They are printed in red (for those reading this electronically) and are in brackets. Nothing is being deleted. In Section A (Membership, Introduction), the phrase “and their staff” is being added after the word “members” in the first line. In Section A (Membership, Subsection 2, Associate Members), add a second sentence that reads: “Assistants and Town Clerk Office staff members do not have to be Associate Members in order to attend meetings and conferences, but do have to be members in order to be eligible for appointment to a committee.”

Membership

Membership entitles all members **[and their staff]** to attend meetings and conferences, and to have access to the Members-Only section of the Web Site, including access to the Public Recorder. Only Active Members have voting privileges. *(Revised 6.12.2014)*

1. Active Members:

The Town Clerk of any town in the Commonwealth of Massachusetts shall be eligible for membership in the MTCA and shall have full voting privileges. Only Active Members are eligible for election as an Officer, as a Member of the Executive Board, or as a member of the Legislative, Budget or Nominating Committees. *(Revised 6.11.2015)*

2. Associate Members

Assistant Town Clerks and other Town Clerk Office staff members shall be eligible to become Associate members of the MTCA. **[Assistants and Town Clerk Office staff members do not have to be Associate Members in order to attend meetings and conferences, but do have to be members in order to be eligible for appointment to a committee.]** *(Revised 6.11.2015)*

Continued on page 4

Proposed MTCA Bylaw Amendments cont.**ARTICLE III
Membership and Dues****3. Retired Members**

Upon retirement, active members may continue as non-voting members in the MTCA. (*Revised 6-07-2012*)

4. Affiliate Members:

Shall be available to City Clerks, Election Commissioners and Registrars of Vital Records for Cities, who are not eligible for active, associate, or retired membership. (*Revised 6-15-06 and 6.11.2015*)

5. Transitional Members (*Revised 6.11.2015*)

Any person who has held the position of Town Clerk in Massachusetts for at least three (3) con-

secutive years, but who is no longer serving as a Town Clerk is eligible to be affiliated with the MTCA as a "Transitional Member" for a period of up to one year following the date of cessation of service as a Town Clerk. The following criteria must also be met in order to qualify for Transitional Membership:

- A. Active membership in the MTCA, with dues paid in full, for the three-year period prior to cessation of service as a Town Clerk.
- B. Not simultaneously eligible for Associate, Affiliate, or Retired Membership.
- C. Actively seeking employment in a Municipal Clerk's Office.

6. Honorary Members:

All persons who have held any of the foregoing memberships, may be designated an "Honorary Member" by vote of the Executive Board.

Certified Municipal Clerks & Master Municipal Clerk

The following individuals have earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC):

Brenna Murphy McGee, CMC - City Clerk - City of Holyoke, MA.

Debra A. Gremo, CMC - Town Clerk - Town of Auburn, MA.

Lucia Longhurst, CMC - Town Clerk - Town of Norton, MA.

Patricia Anderson, CMC - Town Clerk - Town of Norwell, MA

The following individual has earned the prestigious Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks (IIMC):

Amy S. Akell, MMC - Town Clerk - Town of Stoughton, MA.



Clerks helping at Recount



On Saturday, June 11, 2016, the following clerks assisted Hull Town Clerk, Lori West with her Election recount: Dottie Powers, Westwood Town Clerk, Marlene Chused, Sharon Town Clerk, Bob Cutler, Foxborough Town Clerk, Amy Warfield, Burlington Town clerk, Robin Phelan, Boxford Town Clerk, Jim Mullen, Retired Milton Town Clerk, Susan Galvin, Milton Town Clerk, Larry Pizer, Plymouth Town Clerk, Jim Hegarty, Southboro Town Clerk, Eileen McCracken, Hingham Town Clerk,& Dianne Bucco, Wenham Town Clerk.

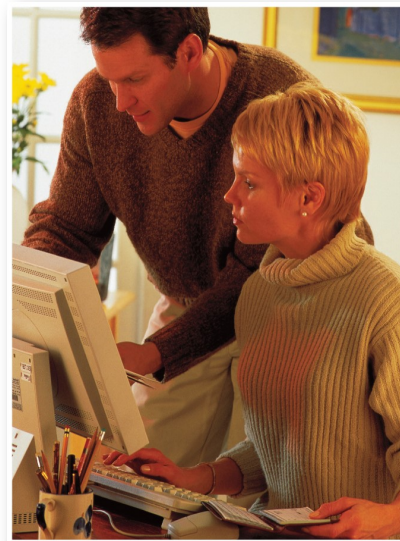
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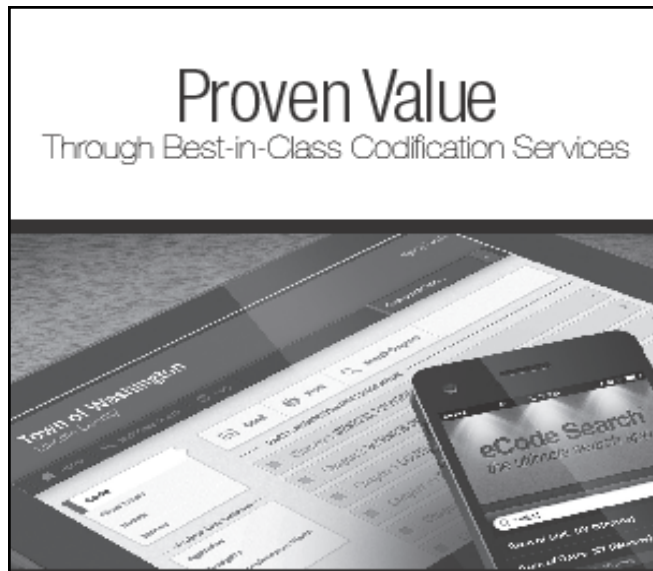
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—Mary-Ellen Lannon, Town Clerk of Winchester

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—Joyce Bradshaw, Town Clerk of North Andover

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Newsletter of the MTCA

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