

**Chapter 32****OFFICERS AND EMPLOYEES**

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**[HISTORY: Adopted as Art. 4, Sections 2, 3, 5, 6, 7 and 7A, and Art. 18, Section 1, of the revised bylaws of Halifax. Amendments noted where applicable.]**

**GENERAL REFERENCES**

Personnel - See Ch. 35

Town Meeting - See Ch. 47.

**§ 32-1. Books to be kept; public inspection. [Amended 5-9-2016 ATM, Art. 41 - ¶C.]**

- A. All officers, boards and committees of the town shall cause records of their doings and accounts to be kept in suitable books. Said books shall be the property of the town and shall be kept in their respective places in the town offices or in other such places that are duly authorized by the Board of Selectmen and shall not be removed therefrom.
- B. Said books shall, unless otherwise provided by law, be open to public inspection at any reasonable time but shall remain during such inspection under the supervision of the officer, board or committee having custody thereof.
- C. All boards, committees, and commissions shall submit approved minutes of their meetings for publication to the Town's web site no later than two (2) months from the date of each meeting. If minutes for a particular meeting have not been approved within two (2) months of the date of said meeting, then the board, committee, or commission shall submit a draft of the minutes for publication on the Town's web site no later than

two (2) months from the date of the meeting, said draft to be replaced with the approved minutes once the minutes are approved.

**§ 32-2. Filing of reports.**

With the exception of the Town Accountant, each head of a town department and each board or committee, appointed or elected, shall, on or before the 15th day of January of each year, file with the Selectmen a written report of his doings during the previous year with recommendations, if any, for action by the town.

**§ 32-3. Filing of rules and regulations.**

Each officer, department head, board or committee making any rule or regulation shall file a copy thereof with the Town Clerk within ten (10) days after the effective date thereof.

**§ 32-4. (Reserved)<sup>1</sup>**

**§ 32-5. Vacancies on boards and committees. [Added 3-4-1968 ATM, Art. 47]**

Whenever a vacancy shall occur on any elected or appointed board consisting of two (2) or more members representing the town, the remaining members of said board or committee shall within fourteen (14) days, notify the Board of Selectmen in writing that a vacancy has occurred.

**§ 32-6. Excessive absence from meetings. [Added 10-15-1970 STM, Art. 4]**

If a member of an appointed committee, board or commission is absent for more than four (4) consecutive meetings for reasons other than illness or injury, said committee, board or commission may declare a vacancy. Declaration of a vacancy must have the approval of the Board of Selectmen.

**§ 32-7. Filing of inventory list.**

Every officer, board and committee shall annually file an inventory list of all equipment under its jurisdiction with the Town Clerk, and a copy shall be presented to the Finance Committee at the time the annual estimates are being considered for recommendation.

**§ 32-8. Standard Operating Procedures. [Added 5-13-2013 ATM, Art. 58]**

It shall be the responsibility of each department head to keep, maintain and update, in written form, the standard operating procedures of that department.

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<sup>1</sup> Editor's Note: Former § 32-4, Coterminous offices prohibited, was repealed 1-22-1990 STM, Art. 6.