

Council Order: 2026-003A

**Introduced by:
Town Council President Ryan Egan
January 12, 2026**

**Amendment To Town Council Rules Pertaining to
Committees and Suspension of the Rules**

To see if the Randolph Town Council will amend the portions of the “Town Council of Town of Randolph Rules Manual” (“Rules Manual”) pertaining to committees and suspension of the rules as follows:

- 1. Delete the following sentence from Section 43 of the Rules Manual and add it as the last sentence in Section 14 of the Rules Manual: “No rule or procedure of the Town Council shall be suspended unless a majority of the members present consent thereto by a roll call vote.”**
- 2. Delete the heading that comes before Section 33 of the of the Rules Manual, “COUNCIL COMMITTEES” and replace it with the following: “COMMITTEES”.**
- 3. Delete Section 33 of the Rules Manual and replace it with the following:**

SECTION 33: COMMITTEES OF THE TOWN COUNCIL

a. Standing Subcommittees of the Town Council.

There shall be six standing subcommittees of the Town Council as follows:

- 1. Finance Committee** – To consider matters pertaining to finance, including expenditures, receipts, the annual operating budget and the Town’s capital improvement plan.
- 2. Zoning and Ordinance Committee** - To consider the advisability and merit of proposed general ordinances, proposed zoning ordinances, and proposed amendments thereto.
- 3. Public Safety Committee** – To consider matters pertaining to public safety in the Town of Randolph, including public safety matters involving the Randolph Police Department, the Randolph Fire Department and the Randolph Department of Public Works.
- 4. Appointments, Operations and Oversight Committee** - To consider matters under the jurisdiction of the Town Council pertaining to appointments, operations and oversight, including operational matters that are under the joint jurisdiction of the Town Council and the Town Manager.

5. **Resolutions and Proclamations Committee** - To consider resolutions, proclamations, citations and recognitions proposed to be adopted or awarded by the Town Council, to conduct any necessary research or review of those proposals, and to generate proposed final versions of such resolutions, proclamations, citations and recognitions for consideration by the full Council. This subcommittee shall endeavor to group resolutions, proclamations, citations and recognitions together such that this topic is only considered before the full Council at one Council meeting per month, generally at the second Town Council Meeting of each month.

6. **Veterans' Services Committee** – To consider matters of concern to Randolph Veterans, including matters relating to Veterans' benefits and services.

Conduct of Subcommittee Meetings:

Public hearings may be held by any of these subcommittees, but only when the Town Council includes holding a public hearing(s) as part of the subcommittee's charge at the time that~~when~~ the Council refers a particular matter to a particular subcommittee, or- by permission of the president.

Subcommittees may include "public comments" as an agenda topic for their meetings, at the discretion of the chair of the subcommittee. Subcommittee public comments should follow the Town Council Rules regarding public comments unless relieved from those requirements for a particular subcommittee meeting by the Subcommittee Chair.

Each standing subcommittee shall be made up of three members of the Randolph Town Council or, at the President's annual option, may be comprised as a committee of the whole (meaning that all nine Councilors may be members of that subcommittee).

Pursuant to the Town Charter, the Council President shall appoint all members of all committees of the Town Council, whether special or standing. Members of standing subcommittees shall be appointed on an annual basis, in January or early February of each year, after the Council has organized for the year. All other standing and special committee appointments shall be made no later than the meeting following the creation of a new committee.

Appointed individuals shall receive notification of their appointment from the President prior to the public announcement of the makeup of the committees.

The Council President shall serve as the chair of any standing subcommittee that is comprised as a committee of the whole, unless the President declines to do so, in which case the committee of the whole shall elect a chair from its members. In all other cases, the standing subcommittees shall elect a chair from among their members and shall be chaired by someone other than the Council President. A vice chair of each committee, standing and special, shall also be chosen, in the same manner as the chair of each committee.

No member of the Town Council, other than the Council President when chairing a committee of the whole, shall chair more than one standing subcommittee unless there are more than eight standing subcommittees of the Town Council.

b. Special Committees of the Town Council.

Special committees of the Town Council may be created by vote of the Council or by designation of the President to perform a specific task. Special committees shall be dissolved: i) upon the completion of the assigned task, ii) by vote of the Council (if the Committee was created by vote of the Council), or iii) by dissolution by the President (if the Committee was created by the President).

Pursuant to the Town Charter, the Council President shall appoint all members of all committees of the Town Council, whether special or standing. Appointments shall be made no later than the meeting following the creation of a new special committee of the Council. Appointed individuals shall receive notification of their appointment from the President prior to the public announcement of the makeup of the committee.

Special committees shall be chaired and vice-chaired by a member of the committee who is designated as chair or vice-chair by the Council President. The Council President shall not serve as chair of a special committee.

4. Delete Section 33A of the Rules Manual and replace it with the following:

SECTION 33A: OTHER COMMITTEE ASSIGNMENTS

At the second Town Council meeting in the month of January, the Council shall appoint the following positions by a majority vote:

- Representative to the Regional Veterans' Council (only in odd numbered years)
- Tri-Board and Joint Board Representative, if the President elects not to serve
- Library Trustees (2)
- Any other committee or board whose composition includes a Councillor(s)

5. Delete Section 34 of the Rules Manual and replace it with the following:

SECTION 34: COMMITTEE MEETINGS

Committees of the Council (standing and special) shall meet upon the call of the committee chair, or upon the call of a majority of the committee members. The chair, or a majority of the committee members, shall coordinate with the Council Clerk so that the Clerk may post all committee meeting agendas in compliance with the Open Meeting Law. At the first committee meeting of each calendar year the committee shall organize by designating a chair and a vice chair (as described above) and by setting a meeting calendar for the committee for that calendar year. The list of elected officers (chair and vice chair) and the committee's meeting calendar shall be shared with the Council Clerk and the Council President and shall be posted on the

Town Website within one week of the committee's first meeting of each calendar year.

Committees shall deliberate only on matters that fall under their jurisdiction, consistent with each committee's charge from the Town Council.

Whenever a committee anticipates that a quorum of the full Council may attend a committee meeting, the committee chair shall work with the Clerk of the Council to place a proper notice on the committee agenda reflecting as such. Only members of the committee are permitted to vote at committee meetings. Others who attend committee meetings, including other Town Councilors, may not vote and may only speak if invited to do so by the Chair of the committee.

Meetings of the Town Council standing subcommittees shall take place in Chapin Hall, unless the Council President approves another meeting location for a particular subcommittee meeting. Whenever possible, such meetings shall take place as hybrid meetings (public may view them in person and by remote access) and shall be televised on cable television by Randolph Community Television, or shall be recorded by Randolph Community Television.

When committee meetings take place in Chapin Hall, the committee chair shall sit in the central seat at the main Council table in Chapin Hall, the vice-chair shall sit to the chair's right (from the perspective of the Chair), and the other committee member(s) shall sit to the Chair's left. Any Town Councilors who are in attendance at the committee meeting, but who are not committee members, may sit at the Council table, to the extent that there are empty, available seats. The nameplates in front of each committee member shall include their name and title (chair, vice-chair, etc.). Even when other Town Councilors attend the committee meeting and are seated at the Council table, no nameplates shall be displayed at the seats of any non-committee members.

6. Delete Section 35 of the Rules Manual and replace it with the following:

SECTION 35: COMMITTEE QUORUM

A majority of the members of a committee shall constitute a quorum.

7. Delete Section 36 of the Rules Manual and replace it with the following:

SECTION 36: COMMITTEE MINUTES AND REPORTS

The Chair of each committee shall take minutes of each committee meeting or shall cause minutes to be taken. Although the Council Clerk shall not be required to attend Committee Meetings unless there is a particular need for the Clerk's assistance at a particular meeting, a committee chair may request that the Council Clerk create the minutes of a committee meeting, after the fact, from any notes or recordings of the committee meeting that are made by remote access recording, cable television, or

otherwise. All committee meeting minutes shall be provided to the Council Clerk and shall be made available to the public, as public records, upon request unless the committee meeting included an executive session, in which case the rules for executive session minutes shall apply.

All Subcommittees must create and maintain minutes in compliance with the Open Meeting Law. Pursuant to the Massachusetts Open Meeting Law, public bodies must create and maintain accurate minutes of all meetings, including meetings held in executive session. The minutes must include, at minimum, the date, time and location of the meeting, the members present or absent, the decisions made and actions taken, including a record of all votes, a summary of the discussions on each subject, a list of the documents and exhibits used at the meeting, and an indication of whether any member participated in the meeting remotely.

The Open Meeting Law requires public bodies to create and approve minutes in a timely manner, which the Attorney General's Guide interprets to mean that the minutes must be approved within the next three public body meetings or 30 days from the date of the meeting, whichever is later, unless the public body can show good cause for further delay.

Minutes of Executive Session Meetings should be approved on a regular basis and should be reviewed periodically to determine if the original reason for the Executive Session continues to exist, such that the minutes of the Executive Session should remain exempt from public disclosure. If the reason for the Executive Session minutes to be exempt from public review no longer exists, then the minutes should become publicly available.

Committees may make written reports of their work to the Town Council. Any such written reports, as authorized by the committee chair or by a majority of the committee, shall be included on a Town Council agenda and shall be presented to the Council at a Town Council Meeting. To the extent that a Committee Report contains a request or a recommendation for action by the Council on a particular item, the Town Council President shall include that item on a Town Council agenda for consideration by the Council. Any motion or vote of the Council on the requested item shall be in the form of a vote on the motion, petition, or order as introduced by the Committee, and not on the Committee Report itself.

When debate centers around Committee Reports, committee members may be recognized beyond the time limit to answer questions.

Documents referred to in committee shall be included with the report when presented to the Council.

Nothing in this rule shall be construed to prohibit the introduction of minority reports.

8. Add Section 36A to the Rules Manual, as follows:

SECTION 36A: REFERRAL OF MATTERS TO COMMITTEES

Upon motion, the Council may, by a majority of Councilors present and voting, refer a matter to a committee. When a matter relates to one of the topic areas overseen by a standing Council subcommittee (Finance, Ordinance, Public Safety, Appointments, Operations and Oversight, Resolutions and Proclamations, or Veterans' Services) the presumption shall be that the matter will be introduced at a Council Meeting and referred to the relevant subcommittee for review and recommendation, prior to final Council action on that matter at a subsequent meeting.

When a matter is introduced and referred to subcommittee, no debate shall take place on that matter until the matter is returned from the subcommittee to the full Council. A matter may be returned to the full Council upon recommendation by the subcommittee to which it was referred, or through the process described below concerning relieving a matter from further consideration.

9. Delete Section 37 of the Rules Manual and replace it with the following:

SECTION 37: RELIEVING FROM FURTHER CONSIDERATION

Upon order of the President or vote of the Council, the President may relieve a committee of further consideration of a matter referred to it and may order the same placed on a Town Council Meeting agenda.

10. Delete Section 43 of the Rules Manual and replace it with the following:

SECTION 43: SUSPENSION OF RULES

Pursuant to these Rules, all measures submitted for action by the Town Council shall be placed on an agenda, referred to a subcommittee, and then returned to the Town Council for final action after subcommittee review, unless the Council votes to invoke this Section and suspend the Council Rules for a particular item. If the Council Rules are suspended for a particular item pursuant to this Section, that item may be acted upon at a single Town Council Meeting, subject to all requirements of law.