

TOWN OF CONCORD
MODERATOR'S POLICIES
FOR APPOINTMENT OF THE FINANCE COMMITTEE

November 30, 2025

Concord is required by State Law, Town Charter, and Town Bylaw to have a Finance Committee to advise Town Meeting on articles that come before it. Mass. Gen. Laws c. 39, §16; Concord Town Charter § 2C; Finance Committee Bylaw, §§ 1 and 3. Pursuant to § 2C of the Town Charter, the Moderator is solely responsible for appointment of the members of the Finance Committee. The Finance Committee Bylaw provides that Concord's Finance Committee shall consist of fifteen members appointed by the Moderator in staggered groups of five, each member serving a term of three years expiring at the final adjournment of the Annual Town Meeting in the third year of the term. Successive Concord Moderators over many years have made appointments to the Finance Committee in accordance with consistently observed policies. This document sets forth those policies as of 2025. Finance Committee appointment policies may from time to time be changed by the Town's elected Moderator.

Residency and Age. Registered Concord voters over 18 years of age are eligible to serve on the Finance Committee, except as otherwise provided by state law or the Town Charter.

Volunteer Forms. All appointees to the Finance Committee must have a completed volunteer form on file with the Town Clerk's Office prior to appointment.

Term of Appointment. Appointments for a full three-year term become effective on the day following final adjournment of Annual Town Meeting in the year of appointment and expire on the day following final adjournment of Annual Town Meeting in the third year of the term. Finance Committee Bylaw, § 1.

Number of Terms. Appointees to the Finance Committee are eligible to serve two terms. Partial terms served are not included in the calculation of the number of terms for which an appointee is eligible.

Ineligibility for Appointment to Other Boards and Committees. Pursuant to the Town Charter, § 4, Finance Committee members may not serve as a member of any additional Town board or committee or in any elected Town office.

Vacancies. If a vacancy is created on the Finance Committee through the inability of a member to complete their term, the Moderator will appoint a new member as soon as practicable.

Criteria for Appointment. In appointing the fifteen members of the Finance Committee, the Moderator's goal is to create an advisory body that:

- is diversely representative of the Town in gender, age, neighborhood, voting precinct, educational and professional background, and life circumstances;
- possesses collectively the skills, experience, and knowledge of the Town necessary to perform the Committee's responsibilities;

- is willing and able to dedicate the time and energy necessary to fulfill the Committee’s responsibilities; and
- consists of members able to function effectively together as a Committee.

Identification of Candidates for Appointment. The Moderator seeks candidates for appointment to the Finance Committee through a variety of avenues, including:

- review of volunteer cards submitted indicating service on the Finance Committee as a preference;
- solicitation of recommendations from current and former Finance Committee members, current and former elected Town officials, Town organizations, Town staff, and Town residents;
- research of public records and past service on other Town committees; and
- invitations to volunteer for the Finance Committee at public meetings and events, through electronic and print publications, and through personal interactions.

Appointment process. The Moderator chooses potential candidates for appointment in the context of the composition and skill needs of the Finance Committee as it is then constituted. The Moderator meets personally with all candidates considered for appointment to the Finance Committee for the purpose of assessing the candidate’s:

- relevant education and experience;
- knowledge of the Town;
- understanding of the demands of Finance Committee service;
- capacity and commitment to diligently perform Finance Committee duties;
- open-minded orientation; and
- ability to function in a committee structure.

The Moderator may also coordinate a meeting between the potential candidate and the Chair of the Finance Committee to ensure that the candidate is fully informed about service on the Committee, and to invite the Chair’s feedback on whether the candidate is a good fit for the Committee in light of its current composition and needs.

To formalize an appointment, the Moderator requests the Town Clerk’s Office to record the appointment, notify the appointee, and arrange for the appointee to be sworn in, receive the Committee Handbook, and be informed of Open Meeting Law and Conflict of Interest Law training obligations.



Carmin C. Reiss

Moderator