TOWN OF NEEDHAM 2026 ELECTION

GUIDE FOR RUNNING FOR OFFICE AND TOWN

MEETING IN NEEDHAM

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The League of Women Voters is a nonpartisan political organization encouraging informed and active participation in government.

We thank the former Needham Town Clerk Tedi Eaton, and current Town Clerk Louise Miller for their contributions to this Guide, and the League of Women Voters of Wellesley for the use of their Guide for organization and inspiration.

For questions about running for office contact the Needham Town Clerk's Office at 781-455-7500 x 503.

Version 2, February 2, 2026

Running for Office and Town Meeting in 2026

- You must be a registered voter of Needham to run for an elected town office or Town Meeting.
- Nomination papers will be available beginning on January 2, 2026, from the Town Clerk's Office at Needham Town Hall.
  - For townwide offices, signatures of 50 Needham registered voters (from any precinct) are required. The Town Clerk recommends obtaining 60 – 65 signatures in total.
  - For non-incumbent Town Meeting Member (TMM), 10 signatures from registered voters in your precinct are required, and 14 – 15 are recommended.
  - No nomination papers are required for incumbent TMMs running for re-election. They must complete, sign and return the form that is emailed to all incumbent TMMs by the Town Clerk or go to Town Hall and sign a Town Meeting Member nomination form. The deadline to notify the Town Clerk of their intent to seek re-election is Tuesday, February 17, 2026 at 5:00 pm (1 week before all other candidates must return their nomination papers).
  - Candidates must give the Town Clerk their name and address. This information is a public record.
- Nomination papers must be submitted to the Town Clerk's Office for certification by 5:00 pm on Tuesday February 24, 2026. Certification involves the Town Clerk's Office verifying that the signatures on nomination papers are from registered voters from applicable precincts.
- Candidates can verify their nomination papers and incumbent forms have been received by checking the posted "candidate board" outside the Town Clerk's office and online on the Town Clerk's 2026 Elections page.

Needham Town Election Calendar 2026

Nomination Papers Available from Town Clerk (Needham Town Hall)	January 2, 2026
Last day for incumbent TMMs to file notice of candidacy with Town Clerk	February 17, 2026
Last day to return Nomination Papers, 5:00 pm	February 24, 2026
Vote By Mail and in person absentee voting	Prior to election*
Last day to register to vote for April 14, 2026, Annual Town Election	Sat, April 4, 2026
LWV-Needham Candidates Night	Mon, Mar 30, 2026
In-person Early Voting for April 14 Election	TBD*
Annual Town Election	April 14, 2026
Town Meeting Warrant Meetings/New TMM Orientation (sponsored by LWV)	April 27, 2026
Annual Town Meeting begins	May 4, 2026

*Visit Town Clerk's webpage for exact details.
**Visit www.lwv-needham.org for details.
Source: Needham Town Clerk, http://www.needhamma.gov/townclerk.

What will be on the April 14, 2026, ballot?

Candidates for Town Offices (50 signatures of Needham registered voters required)
The following **townwide offices and boards** will be on the ballot in 2026.

- Two Select Board Members (3-year term)
- Two School Committee Members (3-year term)
- Two Constables (3-year term)
- One Park & Recreation Commissioner (3-year term)
- One Assessor (3-year term)
- One Commissioner of Trust Funds (3-year term)
- Three Needham Public Library Trustees (3-year term)
- One Memorial Park Trustee - Veteran (3-year term)
- One Board of Health Member (3-year term)
- One Planning Board Member (5-year term)
- One Needham Housing Authority Member (2-year term)

Candidates for Town Meeting Member (10 signatures of registered voters in precinct required)
Candidates for 3-year terms for 80 Town Meeting Member seats will be on the ballot from all 10 precincts. In addition, due to vacancies, shorter-term Town Meeting Member seat(s) may also be on the ballot. Candidates may choose whether to run for a 3-year or shorter term in their precinct, if available.

The following Town Meeting Member positions will be on the ballot:

- Eight from Precinct A for 3-year term
- One from Precinct A for a 1-year term
- Eight from Precinct B for 3-year term
- One from Precinct B for a 2-year term
- Eight from Precinct C for 3-year term
- Eight from Precinct D for 3-year term
- Eight from Precinct E for 3-year term
- Eight from Precinct F for 3-year term
- Eight from Precinct G for 3-year term
- One from Precinct G for a 1-year term
- Eight from Precinct H for 3-year term
- Eight from Precinct I for 3-year term
- One from Precinct I for 1-year term
- Eight from Precinct J for 3-year term

Note that the seats available may change prior to the close of the nomination period (Feb 24). The Town Clerk has the discretion to add seats to the ballot due to vacancies. There could also be one or more local ballot questions on the ballot.

Candidates for re-election will be listed on the ballot first, in alphabetical order, followed by new candidates in alphabetical order.
See Appendix A for a summary of each elected board and elected office.

Elected Town Boards and Offices

There are 10 elected boards in Needham, and about 30 appointed boards. This document deals with elected boards, but there are opportunities for public service on appointed boards as well, see http://www.needhamma.gov/497/Boards-Commissions-Committees.

The elected boards are composed of three to seven members, with terms of three or five years. The table below lists the ten elected boards and the three elected offices.

Needham Elected Boards and Offices

Boards	Nr.	Term	Primary Responsibility
Select Board	5	3y	Serve as chief executive of Needham government
Board of Assessors	3	3y	Administer state laws pertaining to ad valorem taxation
Board of Health	5	3y	Oversee the work of the Public Health Division
Commissioners of Trust Funds	3	3y	Oversee investment and disbursement of Needham's trust funds
Needham Housing Authority	5	5y	Administer state and federal programs for affordable and low-income housing. One member appointed by DHCD. In the future one tenant member appointed by Select Board.
Park and Recreation Commission	5	3y	Provide recreation programming and leisure services
Planning Board	5	5y	Guide the physical growth and development of Needham
School Committee	7	3y	Oversee Superintendent, set policy, establish budget, other statutory responsibilities relating to public schools
Trustees of Memorial Park	5	3y	Honor Needhamites who died in battle
Trustees of Public Library	7	3y	Oversee work of the Needham Public Library
Offices			
Constables	2	3y	Serve civil documents like summonses, complaints, subpoenas, and eviction notices, serve Town Meeting and election warrants as needed, post legal notices
Moderator*	1	3y	Preside over Town Meeting
Town Clerk*	1	3y	Manage elections, town records, vital records, many other functions.

*Not on the 2026 Annual election ballot.

If you are interested in one of the elected boards, you can familiarize yourself with the work of the board by reviewing its agendas and minutes, which are posted on the Town website (www.needhamma.gov). You can attend or watch meetings to learn about recent activity. Meetings are recorded and available for viewing at the Town YouTube channel (https://www.youtube.com/user/TownofNeedhamMA/featured) or the Needham Channel (https://www.needhamchannel.org/).

The Board, Committee and Commission Member Handbook (2015) has information for town boards members. https://www.needhamma.gov/DocumentCenter/View/11692/COMMITTEE-MEMBER-HANDBOOK--8-21-2015?bidId=

Potential candidates are also encouraged to contact the chair and/or current board members to understand the scope of the board's authority and the time commitment required for each position.

Representative Town Meeting Members

Town Meeting is Needham's legislative arm of government. It consists of 240 Town Meeting Members (TMMs) elected by precinct plus Members-at-Large, including the five members of the Select Board, the chairs of seven elected boards, the Town Clerk, and the Moderator.

Needham has 10 precincts, with 24 TMMs elected to each precinct. You can quickly determine your precinct by visiting www.wheredoivotema.com and entering your address.

Town Meeting is responsible for passing the annual town budget, approving funding for capital items and stabilization funds, amending town general and zoning by-laws, adopting resolutions, and addressing other matters deemed appropriate. Annual Town Meeting begins the first Monday in May and continues on Wednesday and Monday evenings in May until all business is completed. Special Town Meetings are held as needed. Needham's custom is to hold a Special Town Meeting in the fall for items that cannot be delayed until the Annual Town Meeting the following spring, as well as a Special Town Meeting within the Annual Town Meeting.

The agenda and supplementary information for Town Meetings are contained in the Town Meeting Warrant. The Warrant consists of Articles for each item to be voted on and supplementary information. Warrants are delivered to Town Meeting Members in advance of Town Meeting (seven days for Annual Town Meeting and 14 days for Special Town Meeting).

General resources for TMMs are at http://www.needhamma.gov/2045/Town-Meeting, including:

- "Needham Town Meeting" Over 300 Years of Local Self-Governance at Its Finest (PDF) by Michael K. Fee, Needham Town Moderator
- Town of Needham Town Meeting Handbook (PDF)
- Town Meeting Member Listing (PDF)
- Citizen's Petition for Warrant Article Form (PDF)
- Town Clerk's Town Meeting Information
- Emailing Town Meeting Members
- Information relative to specific Town Meetings

You can watch recent Town Meetings at the Needham Channel's Town Meeting Video Archive https://www.needhamchannel.org/town-meeting-video-archive/.

League of Women Voters of Needham Voter Support Services

For each election, the League of Women Voters of Needham posts the following information on its website, https://lwv-needham.org/:

- This document: *Guide for Running for Office and Town Meeting in Needham*
- Information and links about voter registration
- Recordings of LWVN Candidate events, such as Candidates Night
- Information and links about voting in the election
- Town Offices Voter Guide
- Town Meeting Member Voter Guide

Prior to the election, the League of Women Voters of Needham prepares two nonpartisan Voter Guides to introduce the candidates to voters. These Guides are widely read, and candidates are encouraged to contribute. In the Town Offices Voter Guide, all of the candidates for townwide office on the ballot are invited to answer questions about their background and goals.

In the TMM Voter Guide, the candidates for Town Meeting have an opportunity to tell voters their priorities for the town.

Both Guides are posted on the LWV-Needham website at https://lwv-needham.org/.

Campaigning in a Contested Election

- The signature collecting phase is an early opportunity to engage voters. Be prepared to briefly tell voters why you are running and be prepared for longer discussions with some voters.
- If you are running for a townwide office and plan to spend money on your campaign, be aware of the campaign finance rules and reporting requirements (see later section). Certain steps must be taken before soliciting campaign contributions—be sure you follow the rules. There are no campaign finance rules for Town Meeting Member candidates.
- If you are running for a board, familiarize yourself with its current and past projects and goals, and the board's day-to-day work. Review the board's town web page, agenda, minutes. Watch archived meetings on the town's YouTube channel and The Needham Channel. Attend meetings virtually.
- Obtain a voter list from the Town Clerk's Office. Each candidate for a townwide office is entitled to one free voter list. The Town Clerk recommends waiting to obtain a list until after the voter registration deadline for this election.
- Concentrate on voters who voted in the last local election.
- Identify voters who will commit to you. Contact them to remind them to vote for you.
- Know how many votes the person(s) who recently won that office garnered and target an additional 20%. You can request the voter history of any election by contacting the Town Clerk.
- Perfect your spoken and written message.
- Prepare answers for the League of Women Voters Voter Guide.
- Introduce yourself to the public through social and traditional media, recorded and live videos on YouTube or Vimeo, remarks to organizations, League of Women Voters Candidates Night, "meet and greet" events hosted by supporters.
- Ask supporters to send emails to friends, social media posts, etc. Provide them with sample text to keep your message consistent. Include reminders to vote on election day.
- Ask supporters to host lawn signs, hold signs at the polls and around town, and otherwise show public support. A guide to posting signs, including political signs, is among the materials provided to all candidates for town office.
- After the election thank the voters and the people who helped you.

Campaign Finance Information (Townwide Offices)

It is the responsibility of all those participating in political campaign financing in Massachusetts to become knowledgeable with the provisions of the campaign finance law (Chapter 55) and its regulations.

The Office of Campaign and Political Finance (OCPF) publishes the "Campaign Finance Guide" for candidates for municipal office. It can be downloaded at https://ocpf2.blob.core.windows.net/pdf/guides/muni_candidate_2012.pdf. Read this Guide ***prior to any fundraising*** and become familiar with the required forms and filing deadlines.

For additional information or questions contact:

Office of Campaign and Political Finance
One Ashburton Place, Room 411, Boston, MA 02108
Phone: 617-979-8300 / (800) 462-OCPF; Fax: 617-727-6549
Website: https://www.ocpf.us/; E-mail: mailto:ocpf@cpf.state.ma.us

Office of the Needham Town Clerk
Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492
Phone: 781-455-7500, ext. 503; Fax: 781-449-1246
Website: http://www.needhamma.gov/77/Town-Clerk; Email: TownClerk@NeedhamMa.gov

ORGANIZATION AND DISCLOSURE FORMS - TOWNWIDE OFFICES ONLY

Form CPF M 101 – Organization of a Candidate Committee

Although state law does not require a candidate to have a political committee organized on his or her behalf, many candidates have one. Candidates must form a committee if they intend to solicit financial contributions. The CPF M 101 should be filed with the Town Clerk as soon as the committee is organized. A political committee may not accept any contributions, make any expenditures or incur any liabilities until the treasurer qualifies for the office by completing, signing and filing CPF M 101. Any change in Treasurer should be immediately submitted to the Town Clerk by completing and filing a Form M T 101.

Form CPF M 102 – Campaign Finance Form – Municipal

Every town candidate for townwide offices OR his or her political committee, if any, is required to file a Form CPF M 102 with the Town Clerk on or before each required reporting date. This report must be signed by the candidate and treasurer, if any, under the penalties of perjury. Candidates are responsible for the legality, validity, completeness and accuracy of each of their reports.

Form CPF M 102-0 – Campaign Finance Report (Affidavit) - Municipal

This statement may be filed in lieu of Form CPF M 102 only by townwide candidates who have not received any contributions, spent any money or incurred any debts and do not have a political committee organized on their behalf. Form CPF M 102-0 is available in the Office of the Town Clerk.

REPORTING PERIODS

Pre-Election Reports: On or before the 8th day preceding the Annual Town Election.
Post-Election Reports: On or before the 30th day following the Annual Town Election.

Year-End Reports: On or before January 20 in the following year. This year-end report must be filed every year so long as a committee is in existence, or a candidate maintains a campaign fund, has outstanding debts, or is an incumbent elected official.

PUBLIC ACCESS TO REPORTS

All submitted reports are considered public information. Per the Office of Campaign and Political Finance, all campaign finance reports filed with the town must be posted to the municipal website within 30 days after the filing deadline, if the report discloses that a candidate or committee has received contributions or made expenditures in excess of $1,000 during a reporting period or incurred liabilities or acquired or disposed of assets in excess of $1,000 during a reporting period. OCPF recommends posting all reports to the municipal website, even those with less than $1,000 in activity. Reports should remain on the municipal website until at least Dec. 31 of the sixth year following the relevant election.

The Needham Campaign Finance Reports from prior years are posted at https://www.needhamma.gov/5067/Campaign-Finance-Reports.

Appendix A. Description of Elected Boards and Offices

ELECTED OFFICES

CONSTABLES

Constables "shall serve all warrants and other processes directed to them by the selectmen of their town for notifying town meetings or for other purposes." (M.G.L. c. 41, Section 94)

ROLES:
Give notice of town meetings in the manner prescribed by the by-laws. (M.G.L. c. 48, Section 66)

- Post election notices as directed by the Town Clerk
- Post warrants as directed by the Town Clerk
- Post legal notices, such as bylaws as directed by the Town Clerk
- May serve civil documents like summonses, complaints, subpoenas, and eviction notices

NUMBER OF CONSTABLES: 2

LENGTH OF TERM: 3 years

REQUIRED SPECIAL TRAINING: None required. A law enforcement background is common.

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC: Works closely with the Town Clerk; does not interact with other town officials or boards.

NOTES: In Needham constables are paid based on work completed.

ELECTED BOARDS

SELECT BOARD

MISSION / RESPONSIBILITIES

- Establish policies and procedures for the coordination of town government operations.
- Represent the interests of town residents in business dealings, legal affairs, and inter-governmental cooperation with other municipal, county, state, and federal agencies.
- Make appointments to those town boards and committees under its jurisdiction.
- Convene the annual town meeting in May and any special town meetings that may be required and prepare the Warrant (listing of articles) for town meeting consideration.
- License all food and liquor establishments and transportation companies.
- Appoint the town manager and town counsel.
- Approve appointments recommended by the town manager for the positions of assistant town manager / finance, assistant town manager / personnel, fire chief, police chief, and director of public works
- https://www.needhamma.gov/493/Responsibilities-Goals .

NUMBER OF MEMBERS: 5

LENGTH OF TERM: 3 years

REQUIRED SPECIAL TRAINING: None

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC:

- Interacts with all other town officers, elected officials, and committees

- All members are Town Meeting Members at Large

BOARD OF ASSESSORS

MISSION / RESPONSIBILITIES: The Board of Assessors is responsible for the administration of a wide range of state laws pertaining to ad valorem taxation, valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax.

NUMBER OF MEMBERS: 3

LENGTH OF TERM: 3 years

REQUIRED SPECIAL TRAINING: Massachusetts Department of Revenue requires that every Assessor complete the basic course of training and pass the examination prepared by the Commissioner of Revenue within two years following election or appointment.

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC:
- Chair is a Town Meeting Member at Large

SCHOOL COMMITTEE

MISSION / RESPONSIBILITIES: The school committee shall have the powers, duties, responsibilities, and functions vested in school committees by the General Laws and as delegated to it by the town which are not inconsistent with the General Laws. The school committee shall execute all laws pertaining to educational responsibilities assigned to the town and such further responsibilities as may be delegated to them by vote of the town. School Committee responsibilities include hiring, oversight, and termination of the Superintendent; review and approval of the budget; establishing educational goals and policies for the schools that are consistent with requirements of law and statewide goals and standards established by the Board of Education; and serve as advocates for students, the school district, and public schools.

NUMBER OF MEMBERS: 7

LENGTH OF TERM: 3 years

REQUIRED SPECIAL TRAINING: None

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC:
- The School Committee has appointing authority for members and liaisons to many town and school elected and appointed boards and committees
- Chair is a Town Meeting Member at Large

TRUSTEES OF MEMORIAL PARK

MISSION / RESPONSIBILITIES: To build and maintain memorials to honor Needhamites who died in battle, from the Revolutionary War through the present day. Responsible for Rules & Regulations of Use and for booking use of Field House and Memorial Park.

NUMBER OF MEMBERS: 5 (6 including Select Board Chair, who is a voting member)

LENGTH OF TERM: 3 years

REQUIRED SPECIAL TRAINING: Three trustees must be veterans.

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC:

- Joint policy with Park and Recreation for use of athletic field lights at Memorial Park and DeFazio fields
- Select Board Chair or representative on board
- Chair is a Town Meeting Member at Large

TRUSTEES OF THE NEEDHAM PUBLIC LIBRARY

MISSION / RESPONSIBILITIES: The Needham Free Public Library provides access to materials, resources, and information in its endeavor to expand minds, celebrate diversity, embrace differences, and build community.

Board Responsibilities:

- Adopt bylaws for board procedures
- Analyze the community and consider the strengths and the weaknesses of library service
- Approve goals, adopt both short and long-range plans for library growth
- Actively support a budget for adequate library funding
- Keep informed of the financial status, funding sources, and needs of the library
- Undertake special fundraising programs to raise money for the library
- Read trustee materials and library-related publications
- See that new trustees have planned orientation
- Attend local, state, and national trustee or library-related meetings whenever possible

NUMBER OF MEMBERS: 7

LENGTH OF TERM: 3 years

REQUIRED SPECIAL TRAINING: None

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC:

- Chair is on the appointing committee for members of the PPBC
- Seat on Council on Aging
- Chair is a Town Meeting Member at Large

BOARD OF HEALTH

MISSION / RESPONSIBILITIES: Strive to prevent and control the spread of disease, to address environmental issues, to promote healthy lifestyles, and to protect the public health and social well-being of all Needham's residents especially the most vulnerable.

NUMBER OF MEMBERS: 5

LENGTH OF TERM: 3 years

REQUIRED SPECIAL TRAINING: None

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC:

- Representative invited to meetings of Permanent Public Buildings Committee
- Seat on Council on Aging
- Chair is a Town Meeting Member at Large

PLANNING BOARD

MISSION / RESPONSIBILITIES: Broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner.

NUMBER OF MEMBERS: 5

LENGTH OF TERM: 5 years

REQUIRED SPECIAL TRAINING: None

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC:

- Makes appointments to two seats on the Transportation Committee
- Seat on the Community Preservation Committee with an initial term of one year and thereafter a term of three years
- Seat on the Conservation Commission
- Chair is a Town Meeting Member at Large

NEEDHAM HOUSING AUTHORITY BOARD OF COMMISSIONERS

MISSION / RESPONSIBILITIES:

- The Needham Housing Authority website mission statement: "to provide decent, safe, and affordable housing for low to moderate income families and individuals and to offer programs and resources to improve the quality of life for residents, program participants and the broader Needham community while respecting the rights and privacy of all."
- Town website description of general purpose: "The Housing Authority provides housing for income-qualified elders, disabled and families. The authority administers both federal and state-aided housing programs."

NUMBER OF MEMBERS: 5 (3 elected, 2 appointed)

LENGTH OF TERM: 5 years

REQUIRED SPECIAL TRAINING: The Department of Housing and Community Development "shall provide instructions and training to members on the proper management of a housing or redevelopment authority." MA Gen Law c.121b §5b

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC:

- Seat on Community Preservation Committee, Needham By-laws §2.7.3.1
- Community Preservation Committee consults with HA, among other boards, on "the needs, possibilities, and resources of the town regarding community preservation," Needham By-laws §2.7.3.2.1
- Seat on the Council on Aging, Needham By-laws §2.9.1
- (Chair is NOT a Town Meeting Member at Large, Needham Town Charter §7)

ADDITIONAL INFORMATION:

- The Needham Housing Authority currently owns and manages 426 units of affordable housing

COMMISSIONERS OF TRUST FUNDS

MISSION / RESPONSIBILITIES: The mission of the Commissioners of Trust Funds is twofold: 1) prudent investment of Needham's various Trust Funds, using a long-term horizon, and 2) prudent disbursement of

Trust Funds in a manner consistent with the donor's wishes. A third goal is to increase the number of assets overseen, and to prudently grow those assets.

NUMBER OF MEMBERS: 3

LENGTH OF TERM: 3 years

REQUIRED SPECIAL TRAINING: None required; the Massachusetts Collectors and Treasurers Association offers training and certification courses for trust fund trustees.

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC:

- Chair is NOT a Town Meeting Member at Large

PARK AND RECREATION COMMISSION

MISSION / RESPONSIBILITIES:
To provide balanced, year-round recreation programming and leisure services for all ages.

- Serve as steward of over 300 acres of public parkland, including the Town Forest
- Administer and schedule all outdoor athletic facilities
- Manage Rosemary Pool and Lake as the principal aquatic recreation facility
- Develop long-range plans related to open space and recreation
- Coordinate and provide support services for many community organizations
- Provide youth leadership training and volunteer resource development

NUMBER OF MEMBERS: 5

LENGTH OF TERM: 3 years

REQUIRED SPECIAL TRAINING: None

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC:

- Seat on the Community Preservation Committee
- Seat on the Council on Aging
- Seat on the Youth Commission
- Chair is a Town Meeting Member at Large

NOT ON THE BALLOT THIS YEAR

MODERATOR

Presides over Needham's representative Town Meeting, a "citizen legislature" which under MA law and our Town Charter holds the ultimate authority over all municipal affairs. (Town Meeting Handbook)

ROLES:
Presides over Needham's representative Town Meeting

- Presides and regulates the proceedings
- Decides all questions of order
- Makes public declaration of all votes
- Appoints members of various boards and committees

LENGTH OF TERM: 3 years (Changed from one year in 2016)

REQUIRED SPECIAL TRAINING: None required. The Massachusetts Moderators Association provides optional training for new town moderators.

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC:

Town Meeting Member at Large
Appoints citizens to the Finance Committee and appoint members of committees and boards that include the Moderator as part of the appointing authority.

TOWN CLERK

The Town Clerk is "the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the public as well as local, state and federal governments." (2020 Needham Annual Report)

The Town Clerk is the only elected full-time employee in Needham. The Town Clerk's office is in Town Hall.

ROLES:

- Serves as the Chief Election Officer and is a Registrar on the Board of Registrars
- Conducts elections and recounts
- Enforces election laws
- Registers voters
- Compiles the annual list of residents (annual town census)
- Publishes and circulates the voting and street lists
- Certifies signatures on nomination papers and petitions

Also handles several other diverse tasks:

- Serves as official record keeper for the town, recording all official business conducted at Town Meetings and elections
- Posts all public meetings
- Administers conflict of interest, campaign financing, and open meeting law
- Serves as Chief Records Access Officer under Public Records Law and manages town records
- Serves as Burial Agent
- Issues and maintains vital records
- Issues marriage licenses
- Issues various local licenses, including dog, business, flammables, raffles, and others
- Records Board of Appeals and Planning Board decisions and appeals of those decisions
- Swears in public officials and town employees
- Distributes Town Meeting warrants and notifies Town Meeting Members of time/place of meetings

LENGTH OF TERM: 3 years

REQUIRED SPECIAL TRAINING: No training is required, but the Massachusetts Town Clerks Association offers trainings. State agencies also offer trainings and provide materials.

RELATIONSHIP TO OTHER BOARDS, COMMISSIONS, COMMITTEES, ETC: The town charter, town by-laws, and state law give the Town Clerk responsibilities that relate to how boards and board members conduct their business. The by-laws mention record-keeping responsibilities related to specific town boards. The Town Clerk is a Town Meeting Member at Large.