



**How to
Run for Office and Town Meeting
In Needham**

January 10, 2022

Needham Government: Divided Executive and Volunteer-Based

- Needham Population in 2020 (per US Census Bureau): 32,091
- Representative Town Meeting: 240 elected TMMs plus up to 14 at-large (2021 Town Meeting has 250 members)
- Select Board: 5-member elected board
- Elected & Appointed Boards: 10 elected, 29 appointed*
- Town Manager: CEO, appointed by Select Board
- Departments (one elected Dept head: Town Clerk)
- Town Employees: 375 Town, 794 School

*Under executive branch of Town Government. Does not include those appointed by School Committee.

What's on the Ballot in 2022

Boards

- | | |
|--------------------------|---|
| • Select Board (1) | • Trustees of the Public Library (2) |
| • Board of Health (2) | • Park & Recreation Commission (2) |
| • Board of Assessors (1) | • Trustees of Memorial Park – Veteran (1) |
| • Planning Board (1) | • Trustees of Memorial Park – Non-Vet (1) |
| • School Committee (3) | • Commissioners of Trust Funds (1) |

Officers

- | | |
|----------------------|--|
| • Town Moderator (1) | |
| • Town Clerk (1) | |

Town Meeting

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|---|--|
| • All 240 precinct positions (24 from each of 10 precincts) | |
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	#	Term	Primary Responsibility
Select Board	5	3y	Serve as executive branch of Needham government
Board of Assessors	3	3y	Administer state laws pertaining to 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
Park and Recreation Commission	5	3y	Provide recreation programming and leisure services
Planning Board	5	5y	Guide the physical growth and development
School Committee	7	3y	Oversee Superintendent, set policy, establish budget, other statutory responsibilities
Trustees of Memorial Park	5	3y	Honor Needhamites who died in battle
Trustees of Public Library	7	3y	Oversee the work of the Needham Public Library
Moderator	1	3y	Preside over Town Meeting
Town Clerk	1	3y	Manage elections, town records, many other functions

2022 Election Schedule

Nomination Papers Available from Town Clerk (Needham Town Hall)	January 3, 2022
Last day for incumbent TMM to file notice of candidacy with Town Clerk	February 15, 2022
Last day to return Nomination Papers	February 22, 2022
Last day to object or withdraw	March 10, 2022
Annual Town Election	April 12, 2022

Resources

- Town website (www.needhamma.gov)
- Town YouTube channel (<https://www.youtube.com/user/TownofNeedhamMA/featured>)
- LWV-Needham Guide to Running for Office and Town Meeting (<https://lww-needham.org/>)
- Board, Committee and Commission Member Handbook (2015)
<https://www.needhamma.gov/DocumentCenter/View/11692/COMMITTEE-MEMBER-HANDBOOK--8-21-2015?bidId=>
- League of Women Voters of Needham nonpartisan Voter Guide, Candidates Night recording, Voter information <https://lww-needham.org/>.

Resources

- Resources for TMMs <http://www.needhamma.gov/2045/Town-Meeting>, including:
 - "Needham Town Meeting" Over 300 Years of Local Self-Governance at Its Finest (PDF)
 - Town of Needham Town Meeting Handbook (PDF)
 - Town Meeting Member Listing (PDF)
- Watch recent Town Meetings <https://www.needhamchannel.org/town-meeting-video-archive/>