

## **Official Notice**

### **2024 Boston Region MPO Municipal Election Procedures**

On October 24, 2024, at 10:00am at the Boston Region Metropolitan Planning Organization (MPO) virtual meeting, the elections will be announced for four (4) of the twelve (12) elected municipal seats on the Boston MPO.

The municipalities running for these seats will be elected to the Boston MPO by the chief executive officers of the 97 municipalities which constitute the Boston metropolitan region. Pursuant to the Boston MPO [Operations Plan](#), approved in July of 2023, the Metropolitan Area Planning Council (MAPC) and the MBTA Advisory Board (Advisory Board) administer the election of the municipal representatives to the Boston MPO.

#### ***Boston MPO Seats Up for Election in 2024:***

- One (1) municipality from the Three Rivers Interlocal Council subregion.
- One (1) municipality from the North Suburban Planning Council subregion.
- One (1) town from any part of the Boston MPO region for the At-Large Town seat.
- One (1) city from any part of the Boston MPO region for the At-Large City seat.

Terms of election on the Boston MPO are for three years.

#### ***Nomination Process***

Nominees for the elected municipal seats shall be the chief executive officer of the municipality. In cities this is the mayor or, if the city does not have the office of mayor, then the chair of the council, with the exception of [Plan E cities](#) (ex: Cambridge) in which case it shall be the city manager. In towns, the chief executive officer is the chair of the select board. The MPO will accept the chair's nomination of a candidate whether or not the full select board or city council has voted it.

A nominee for an open subregion seat must receive three nominations made by a chief executive officer from municipalities in the subregion with the open seat. A chief executive officer may nominate their municipality and that nomination shall count as one of the three nominations needed to place a municipality on the ballot. Each chief executive officer may only nominate one municipality in their subregion.

A nomination for an At-Large city or town seat must receive three nominations made by a chief executive officer from any municipality in the Boston MPO region. A chief executive officer may nominate their municipality and that nomination shall count as one of the three nominations needed to place a municipality on the ballot. Each chief executive officer may only nominate one municipality per At-Large city or town seat.

**Nominations are due on Monday, October 7, 2024 to MAPC by 5:00 PM and must be submitted electronically at [\[MAPC\] 2024 MPO Election Nomination \(seamlessdocs.com\)](#)**

MAPC will follow-up with the nominating municipal CEOs by phone or email to confirm their nomination.

The nomination form will include space for a statement of candidacy (250 word limit) of the community, also due at this time.

### ***Voting Process***

Only municipalities in the subregion with the open seat may cast a ballot for that seat. Any municipality in the Boston MPO region may vote for the At-Large City and At-Large Town seats.

### ***Ballot***

An electronic ballot will be prepared by MAPC and the Advisory Board based on the certification of nominations. The ballot shall contain a list of the nominated municipalities. Candidate communities shall appear on the ballot in an order drawn by lot by the designated officers of MAPC and the Advisory Board. The subregion of each of the communities shall be identified on the ballot. The ballot will be submitted electronically to MAPC by the municipal CEO.

### ***Opportunities for Discussion with Representatives of the Candidate Communities***

MAPC and the Advisory Board shall provide appropriate opportunity for the electorate to meet representatives of candidate communities. In 2024, this may be accomplished by holding a virtual Candidates Forum if needed.

### ***Election***

The election will be held through the submission of ballots electronically to MAPC. Electronic ballots will be emailed from MAPC to the chief executive officers of each municipality in the Boston MPO region on October 9, 2024. Ballots will then be filled out and signed by the chief executive officer and submitted to MAPC by 5pm on October 23, 2024. A forthcoming correspondence will explain the ballot submittal process in more detail.

The MPO seat is held by the municipality. The chief executive officer (or their official designee) shall represent the municipality throughout the municipality's term of office.

The designated officers of MAPC and of the Advisory Board shall certify the results of the election to the Chair of the Boston Region MPO by 12 noon on the Monday following the election.

## MAPC Sub-regions

### SUBREGION

### COMMUNITIES

#### **North Shore Task Force**

Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, Wenham

#### **North Suburban Planning Council**

Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn

#### **Minuteman Advisory Group Interlocal Coordination (MAGIC)**

Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Littleton, Lincoln, Maynard, Stow, Sudbury

#### **MetroWest Regional Collaborative**

Ashland, Framingham, Holliston, Marlborough, Natick, Southborough, Wayland, Wellesley, Weston

#### **South West Advisory Planning Committee (SWAP)**

Bellingham, Dover, Franklin, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn, Wrentham

#### **Three Rivers (TRIC)**

Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Walpole, Westwood

#### **South Shore Coalition**

Braintree, Cohasset, Hingham, Holbrook, Hull, Marshfield, Norwell, Rockland, Scituate, Weymouth

#### **Inner Core**

Arlington, Belmont, Boston, Brookline, Cambridge, Chelsea, Everett, Lynn, Malden, Medford, Melrose, Milton, Newton, Quincy, Revere, Saugus, Somerville, Waltham, Watertown, Winthrop

## **Boston MPO 97 Cities and Towns**

### ***Cities***

Beverly	Lynn	Revere
Boston	Malden	Salem
Braintree	Marlborough	Somerville
Cambridge	Medford	Waltham
Chelsea	Melrose	Watertown*
Everett	Newton	Weymouth
Franklin*	Peabody	Woburn
Gloucester	Quincy	
Framingham		

*\* MAPC Legal Counsel has rendered an opinion that Franklin and Watertown are defined as cities for the purpose of the MPO Election.*

## ***Towns***

Acton	Hopkinton	Randolph
Arlington	Hudson	Reading
Ashland	Hull	Rockport
Bedford	Ipswich	Rockland
Bellingham	Lexington	Saugus
Belmont	Lincoln	Scituate
Bolton	Littleton	Sharon
Boxborough	Lynnfield	Sherborn
Brookline	Manchester	Southborough
Burlington	Marblehead	Stoneham
Canton	Marshfield	Stow
Carlisle	Maynard	Sudbury
Cohasset	Medfield	Swampscott
Concord	Medway	Topsfield
Danvers	Middleton	Wakefield
Dedham	Milford	Walpole
Dover	Millis	Wayland
Essex	Milton	Wellesley
Foxborough	Nahant	Wenham
Hamilton	Natick	Weston
Hingham	Needham	Westwood
Holbrook	Norfolk	Wilmington
Holliston	North Reading	Winchester
	Norwell	Winthrop
	Norwood	Wrentham

Attachment C

## **Overview of MPO Member Responsibilities**

### **Background:**

The Boston Metropolitan Planning Organization is established as a required part of the transportation planning process under federal law. It is responsible for planning and programming financial resources for a multi-modal transportation system for the Boston region. The Boston MPO was established in 1973.

The Boston MPO Memorandum of Understanding (MOU) and Operations Plan that details the governing structure, process, and operations of the MPO can be viewed at [www.bostonmpo.org/mpo](http://www.bostonmpo.org/mpo)

### **Specific Responsibilities:**

The Boston MPO must prepare and approve several plans and programs on an annual basis. These include:

- The Unified Planning Work Program (UPWP), which programs funds for transportation planning programs in the region;
- The Transportation Improvement Program (TIP), which programs federal, state, and local funding for surface transportation projects (highway and transit).

The Boston MPO also prepares and approves several other plans and programs as necessary. These include:

- The Regional Transportation Plan (RTP), which provides a 25-year plan for the Region's transportation needs and priorities and;
- The conformity of all surface transportation plans and programs with applicable federal laws (including air quality, and the Americans with Disabilities Act).

### **Boston MPO Meetings:**

Meetings are held as needed to accomplish the MPO's business. There are approximately two MPO meetings a month. Since April 2020, most Boston MPO meetings have been held mostly virtually. Meetings will likely continue to be held virtually depending on the status of open meeting requirements that have allowed for virtual public meetings during the COVID-19 pandemic. When the MPO holds meetings in-person, they will take place during the day at the state transportation building. Up to four MPO meetings annually will be a hybrid meeting with in-person and virtual attendance opportunities. MPO meetings typically begin at 10 AM on the first and third Thursday of the month, and last approximately two and a half hours. The MPO has the authority to establish necessary committees to accomplish its responsibilities. Recent experience suggests that the municipal members of the MPO or their designees attend at least two meetings per month to accomplish the work of the MPO.