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MBTA Advisory Board
177 Tremont Street, Boston, MA 02111
Tel: (617) 426-6054 Fax: (617) 451-2054

August 4, 2011

TO: Chief Elected Officials
FR: Paul Regan, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council

RE: Municipal Elections to the Boston Region Metropolitan Planning Organization
IMPORTANT DATES:

- **Nomination Papers Due – Friday, September 23, 2011, at 5:00 PM, to MAPC;**
- **Candidates Night – Wednesday October 12, 2011, at 10 Park Plaza, Boston;**
- **Election – Wednesday October 26, 2011, at the MAPC Fall Council Meeting, at the Cambridge Marriott, Two Cambridge Center, 50 Broadway, Cambridge MA 02142, adjacent to the Kendall Square MBTA Red Line station, 8:30 – 11:30 AM.**

We are pleased to forward a copy of the new election procedures for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO). The MPO is responsible for planning and programming financial resources for a multi-modal transportation system for the 101 municipalities in the Boston region. (An overview of MPO member responsibilities is included as Attachment C of the Official Notice of Elections.)

The new municipal membership and procedures to elect local officials to the MPO were revised by vote of the MPO on July 7, 2011. The new MPO membership will be in effect November 1, when the MPO will grow to twenty two (22) seats, which will include:

State members
Massachusetts Department of Transportation (MassDOT) with three seats appointed by the Secretary of Transportation, at least one of which is from its Highway Division;
Massachusetts Bay Transit Authority (MBTA);
Massachusetts Port Authority (Massport);

Regional members
Metropolitan Area Planning Council (MAPC);
MBTA Advisory Board;
Regional Transportation Advisory Council (RTAC);

Local members
City of Boston with two MPO seats;
Eight (8) elected municipalities, one seat each from the eight MAPC sub-regions;

Two (2) cities filling at-large seats;
Two (2) towns filling at-large seats.

Terms of election for sub-regional and at-large local members of the new MPO are for three years. However, transitioning to the new membership structure will call for a few anomalies in the length of terms for several of the elected municipalities. This will allow some of the existing members who are in the middle of their terms to serve as sub-regional members for the duration of those terms, and it will ensure that – going forward – terms of local members are staggered.

With this consideration in mind, **the following MPO local municipal seats are up for election in October 2011:**

One (1) from the North Shore Task Force sub-region
One (1) from the North Suburban sub-region
One (1) from the South West Advisory Planning Committee (SWAP) sub-region
One (1) from the Three Rivers Interlocal Council (TRIC) sub-region
Two (2) at-large town seats
Two (2) at-large city seats

For the 2011 elections, the city and the town running for an at-large seat that receive the most votes will serve an additional (fourth) year on the MPO. The North Suburban and TRIC representatives will also serve a fourth year. These communities will serve an additional year in order to stagger the MPO elections in future years so that there are four (4) municipal seats up for election each year.

All elected municipal seats (including the sub-regional seats) are elected by all of the 101 municipalities in the Boston Region MPO area. Each of the 101 municipalities may vote for one (1) municipality from each of the four (4) open sub-regional seats, one (1) town for each of the two (2) at-large town seats, and one (1) city for each of the two (2) at-large city seats, for a total of eight (8) votes that each of the 101 municipalities may cast.

The election will be held at MAPC's Fall Council Meeting on Wednesday October 26, 2011 at the Cambridge Marriott, Two Cambridge Center, 50 Broadway, Cambridge MA 02142, adjacent to the Kendall Square MBTA Red Line station, 8:30 – 11:30 AM. At that time, the four sub-regional seats and the four at-large seats will be elected to the MPO. The usual process of mailing ballots and accepting absentee ballots will apply, as described in the procedures.

In order to qualify to be on the ballot, each chief elected official who wishes to be a candidate must secure the signatures of five chief elected officials in the region, including their own. **Chief elected officials may only sign nomination papers for one municipality per sub-region for the four open sub-regional seats, and one nomination paper for each of the at-large seats (two cities and two towns). Nominations are due to MAPC by 5:00 PM on Friday, September 23, 2011, and must be filed in person or by mail at the MAPC, 60 Temple Place, 6th Floor, Boston, MA 02111. Faxes or emails will not be accepted.**

A copy of the official notice and procedures for nomination and election to the MPO are attached. We appreciate your interest in this important matter and look forward to your

participation. If you have questions, please call Eric Bourassa (617) 451-2770 x2043 or Paul Regan at (617) 426-6054.

Attachments

Official Notice, including Attachments A - C
Nomination Papers/Statement of Candidacy

cc:

MBTA Advisory Board
Sub-regional Chairs

Official Notice

2011 Boston Region MPO Municipal Election Procedures

On Wednesday October 26, 2011, elections will be held for eight (8) of the twelve (12) total local municipal seats on the Boston Region Metropolitan Planning Organization (MPO). The election will be convened at the MAPC Fall Council meeting, which will be held at the Cambridge Marriott, Two Cambridge Center, 50 Broadway, Cambridge MA 02142, adjacent to the Kendall Square MBTA Red Line station, 8:30 – 11:30 AM. At that time eight (8) municipalities will be elected to the MPO by the chief elected officials of the 101 municipalities which constitute the Boston metropolitan region. Pursuant to the Memorandum of Understanding, approved on July 7, 2011 detailing the restructuring of the MPO, the Metropolitan Area Planning Council (MAPC) and the MBTA Advisory Board (Advisory Board) will administer the election of the municipal representatives to the MPO.

New MPO Structure

The new MPO will be made up of twenty two (22) seats, which include:

Massachusetts Department of Transportation (MassDOT) with three seats appointed by the Secretary of Transportation, at least one of which is from its Highway Division;
Massachusetts Bay Transit Authority (MBTA);
Massachusetts Port Authority (Massport);
Metropolitan Area Planning Council (MAPC);
MBTA Advisory Board;
Regional Transportation Advisory Council (RTAC);
City of Boston with two MPO seats;
Eight (8) elected municipalities, one seat each from the eight MAPC sub-regions;
Two (2) cities filling at-large seats;
Two (2) towns filling at-large seats.

MPO Seats Up For Election

One (1) from the North Shore Task Force sub-region
One (1) from the North Suburban sub-region
One (1) from the South West Advisory Planning Committee (SWAP) sub-region
One (1) from the Three Rivers Interlocal Council (TRIC) sub-region
Two (2) at-large town seats
Two (2) at-large city seats

Terms of election on the new MPO are for three years, however adjusting to the new membership will call for a few anomalies in the terms for several of the elected municipalities. For the 2011 elections, the city and the town running for an at-large seat that receive the most votes will serve an additional (fourth) year on the MPO. The North Suburban and TRIC representatives will also serve a fourth year. These communities will serve an additional year in order to stagger the MPO elections in future years so that there are four (4) municipal seats up for election each year.

Nomination Process

Nominees for the elected municipal seats shall be the chief elected official of the municipality. In cities, this is the Mayor or, if the city does not have the office of Mayor, then the Chairman of the Council, with the exception of Plan E cities (Cambridge) in which case it shall be the City Manager. In towns, the chief elected official is the Chairman of the Board of Selectmen. The MPO will accept the Chairman's nomination regardless if the full Board of Selectman has not voted it.

A nominee for an open municipal seat must receive five nominations made by any chief elected official from the Boston region. A chief elected official may nominate his or her municipality and that nomination shall count as one of the five nominations needed to place a municipality on the ballot.

Each chief elected official may only sign nomination papers for one municipality per sub-region for the four open sub-regional seats, and one nomination paper for each of the at-large seats (two cities and two towns). Nomination papers must be filed by 5 PM on Friday September 23, 2011 with the Executive Director of the Metropolitan Area Planning Council (MAPC) who will coordinate the certification of the nominations with the Executive Director of the Advisory Board.

Nomination papers shall include a statement of candidacy (250 word limit) of the community. **Nominations papers are due on Friday, September 23, 2011 to MAPC by 5:00 PM and must be filed in person or by mail at MAPC, 60 Temple Place, 6th Floor, Boston, MA 02111, Attn: MPO Elections. Faxes or emails will not be accepted.**

Voting Process

Each of the 101 communities may vote for one (1) municipality from each of the four (4) open sub-regional seats, one (1) town for each of the two (2) open at-large town seats, and one (1) city for each of the two (2) open at-large city seats, for a total of eight (8) votes that each of the 101 municipalities may cast.

MAPC Sub-regions

Attached for your reference is a list and map of towns and cities by sub-region. (Attachment A). Because Bedford (Minuteman Advisory Group on Interlocal Coordination), Somerville (Inner Core Committee), Framingham (Metro West Regional Collaborative), and Braintree (South Shore Coalition) already serve on the MPO until at least 2012, only communities from the North Suburban Planning Council, North Shore Task Force, South West Advisory Planning Committee, and Three Rivers Interlocal Council can run for the open sub-regional seats. However, any municipality not currently serving on the MPO may run for one of the two open at-large town seats and two at-large city seats.

Ballot

A ballot will be prepared by MAPC and the Advisory Board based on the certification of nomination papers for the communities. The ballot shall contain a list of the nominated municipalities. Candidate communities shall appear on the ballot in an order drawn by lot by designated officers of MAPC and the Advisory Board. The subregion of each of the communities, as well as the communities running for at-large seats, shall be identified on the ballot. A candidates' booklet shall be issued that shall contain the statement of candidacy of the communities. The list of communities shall appear in the booklet in the same order that they appear on the ballot. In the second mailing, MAPC and the Advisory Board will include an absentee ballot and instructions for how municipalities can cast their vote.

Opportunities for Discussion with Representatives of the Candidate Communities

The Metropolitan Area Planning Council and the MBTA Advisory Board shall provide appropriate opportunities for the electorate to meet representatives of candidate communities and discuss issues. In 2011, this will be accomplished by holding a Candidates Night approximately two weeks before the MPO election. The date, time, and location of the Candidates Night will follow in a second mailing.

Election

The election will be held at MAPC's Fall Council Meeting on Wednesday October 26, 2011 at the Cambridge Marriott, Two Cambridge Center, 50 Broadway, Cambridge MA 02142, adjacent to the Kendall Square MBTA Red Line station, 8:30 – 11:30 AM. On that day, the designated officers of

MAPC and the Advisory Board shall supervise the election to the municipal seats. Ballots shall be cast by the chief elected official of the community (as defined by the rules for nominees), or that person's designee. Designees shall present a letter signed by the chief elected official to the designated officers of MAPC and of the Advisory Board 30 minutes prior to the convening of the election on election day. This letter will appoint the designee and confirm his or her authority to cast the community's ballot. Such a designation shall be delivered in person or by mail. Designees may represent only one community in the election. The designation may require the designee to vote for specific individuals or may vest discretion in the designee.

If the chief elected official is unable to attend the election and does not designate another individual to attend, an absentee ballot may be filed. Such an absentee ballot must be filed by 5 PM on Tuesday October 25, 2011 with the Metropolitan Area Planning Council, 60 Temple Place, Boston, MA 02111. **No faxes will be accepted.** This ballot is valid for any election (e.g. run off election in case of a tie) held on the day of the MPO election for which the candidates selected on the ballot are still eligible to receive votes.

The eight municipalities that receive the most votes, from the 101 cities and towns in the region, for the open seats for which they are running, shall be elected to a three-year term. The exception, for the 2011 elections, is that the city and the town running for an at-large seat that receive the most votes will serve an additional (fourth) year on the MPO.

The seats are held by the municipality and the chief elected official (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 chairman of the MPO by 12 noon on Friday October 28, 2011.

Attachment A

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, Stoughton, Walpole, Westwood
South Shore Coalition	Braintree, Cohasset, Duxbury, Hanover, Hingham, Holbrook, Hull, Marshfield, Norwell, Pembroke, 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

Attachment B

Metropolitan Area Planning Council
101 Cities and Towns

Cities

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

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

Towns

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

Overview of MPO Member Responsibilities

Background:

The 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 MPO was established in 1973. In 2011 the MPO Memorandum of Understanding (MOU) was updated to reflect the new Massachusetts Department of Transportation (MassDOT) and the new MPO membership.

The Boston MPO Memorandum of Understanding (MOU) that details the governing structure and process of the MPO can be viewed at www.bostonmpo.org/mou

Specific Responsibilities:

The 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 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).

MPO Meetings:

Meetings are held as needed to accomplish the MPO's business. There are approximately two MPO related meetings a month that are held in Boston, during the day, at the state transportation building. Four of these meeting will be held quarterly outside of Boston. These meetings typically occur at 10am on the first and third Thursday of the month, and last approximately three 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 committees.

MPO Election Nomination Papers

Nominated Community	Name of Chief Elected Official	Signature
_____	_____	_____

Open MPO Seat Community Is Running For (only check one)

- ☐ **At-Large Town Seat**
- ☐ **At-Large City Seat**
- ☐ **Sub-regional Seat**

Endorsers

Nominating Community	Name of Chief Elected Official	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Individual endorsements may be attached as a separate letter but must specify the municipality and the official being nominated and must be signed by the chief elected official of the endorsing community.

Please return in person or by mail
By 5 PM on Friday, September 23, 2011 to:
Marc Draisen, Executive Director
Metropolitan Area Planning Council
60 Temple Place
Boston, MA 02111
Phone inquiries to
Eric Bourassa, MAPC (617) 451-2770 x2043
Paul Regan, MBTA Advisory Board (617) 426-6054

Certification of Receipt

Metropolitan Area Planning Council

MPO Statement of Candidacy

(250 Word Limit)

Community: _____

Chief Elected Official: _____

(Suggestions include a brief statement of qualifications; comments on the importance of transportation to the region; and expectations for the Metropolitan Planning Organization)

STATUS OF MEMBERSHIP OF THE BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

As approved in the July 7, 2011, Memorandum of Understanding for implementation on November 1, 2011.
Election for open seats will be held in October 2011.

PERMANENT MEMBERS

- MASSACHUSETTS BAY TRANSPORTATION AUTHORITY (MBTA)
- MBTA ADVISORY BOARD
- METROPOLITAN AREA PLANNING COUNCIL
- MASSDOT
- MASSDOT Chair
- MASSACHUSETTS PORT AUTHORITY
- MASSDOT Highway Division
- REGIONAL TRANSPORTATION ADVISORY COUNCIL
- CITY OF BOSTON
- CITY OF BOSTON

ELECTED MUNICIPALITY MEMBERS

- AT-LARGE CITY* Open
- AT-LARGE CITY Open
- AT-LARGE TOWN* Open
- AT-LARGE TOWN Open
- INNER CORE Somerville
- NORTH SHORE Open
- NORTH SUBURBAN Open
- MAGIC Bedford
- METROWEST Framingham
- SWAP* Open
- TRIC Open
- SOUTH SHORE COALITION Braintree

PERMANENT MEMBER

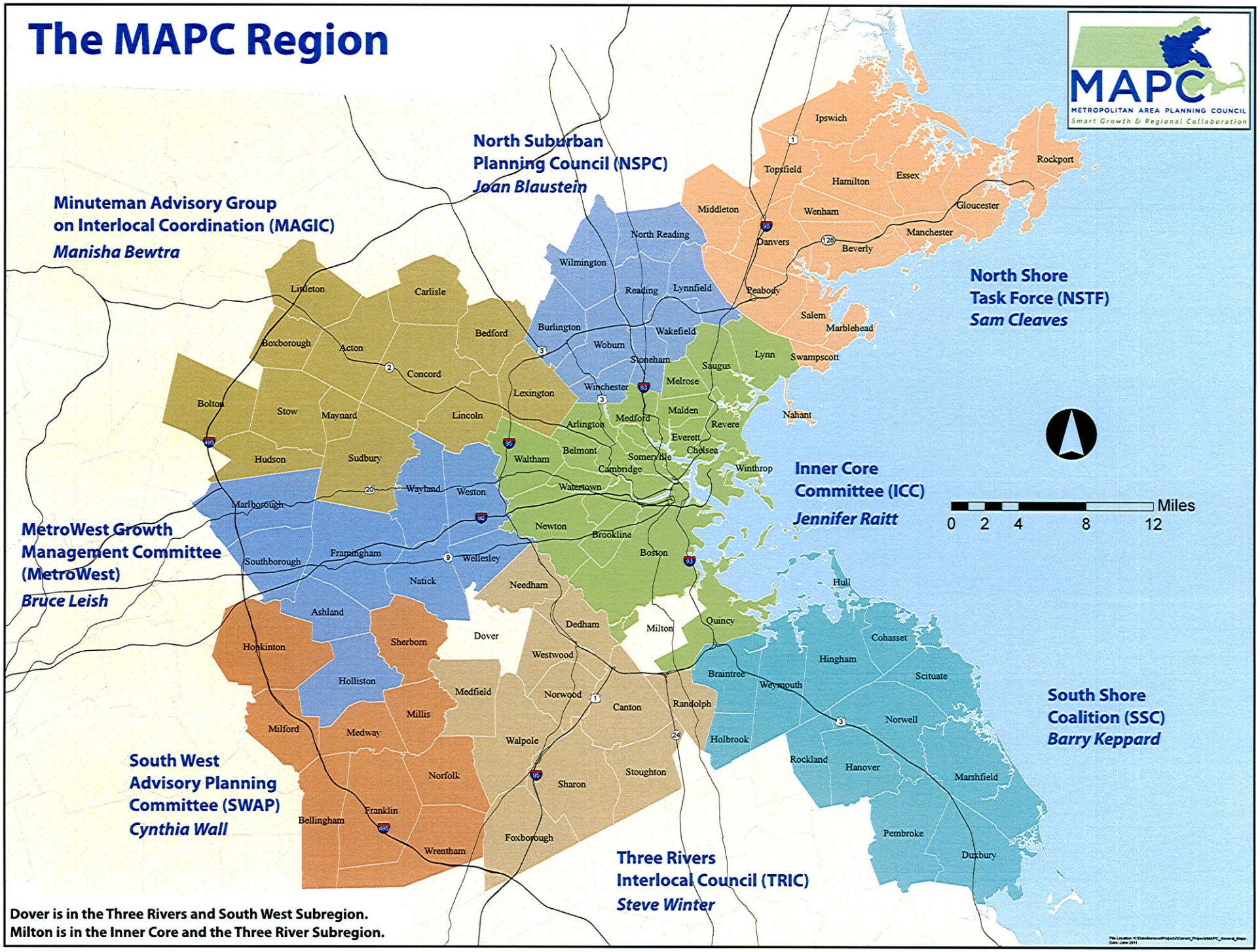
FILLED ELECTED-MUNICIPALITY MEMBER

OPEN ELECTED-MUNICIPALITY MEMBER

* The City of Newton and Town of Hopkinton are currently members; their terms end with the October 2011 election. They may choose to pursue election to an open seat to be filled at that time.

JULY 2011

The MAPC Region



Dover is in the Three Rivers and South West Subregion.
Milton is in the Inner Core and the Three River Subregion.