



## **Governance, Organization and Legislation Committee**

### **Guidelines for Review of Bylaws, Resolutions, and other Measures**

The GOL Committee adopts the following guidelines for its review of the content, form and organization of measures to ensure they are clear, consistent, and actionable. The GOL Committee hopes this helps provide a level of predictability.

#### **Clear:**

A measure will be found clear if it is understandable, comprehensible, and unambiguous. The GOL Committee will be the ultimate arbiter of whether a measure is clear. However, the GOL Committee will seek to collaborate with the sponsors and/or authors of a measure to refine the measure to meet the GOL Committee's guidelines. A sponsor will not be required to change language, but refusal to do so may result in a recommendation from the GOL Committee to the Town Council that the measure is not "clear", along with a recommendation for a change that would make the language "clear".

#### **Consistent:**

A measure will be found consistent if:

- The content does not contradict itself
- The form is consistent with the form and/or organization of other similar measures (i.e., template for charges, numbering system for bylaws, etc.)

#### **Actionable:**

A measure will be found actionable if it does not conflict with Massachusetts General Law, the Amherst Home Rule Charter, or any other law, bylaw, policy, or resolution applicable to the Town of Amherst.

The GOL Committee agrees that any critiques it makes do not reflect opinions on the policy being reviewed. Policy reviews are not within the GOL Committee's purview at this time. Therefore recommendations for or against a measure referred to it reflect solely the GOL Committee's determination of the measure's clarity, consistency, and actionability, not a determination of the merits of the measure or the advisability of approving or disapproving the measure by the Town Council.