



**MBTA Advisory Board**

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September 6, 2016

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 30, 2016, at 5:00 PM, to MAPC;**
- **Election – MAPC Fall Council Meeting Wednesday October 26, 2016 at the Quincy Marriott, 1000 Marriott Drive, Quincy, MA 02169**

We are pleased to forward a copy of the 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.)

There are four seats on the MPO up for election. The MPO seat currently held by the Town of Framingham representing the Metro West Regional Collaborative (MetroWest) sub-region, the seat currently held by the Town of Bedford representing the Minuteman Advisory Group on Interlocal Coordination (MAGIC) sub-region, the seat currently held by the City of Somerville representing the Inner Core sub-region, and the seat currently held by the Town of Braintree representing the South Shore Coalition (SSC) sub-region, are up for election this year.

Any municipality located in the four above mentioned sub-regions may seek nominations to run for those respective open sub-regional seats.

The MPO has 22 voting members, which currently 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 Transportation Authority (MBTA);  
Massachusetts Port Authority (Massport)

## **Official Notice**

### **2016 Boston Region MPO Municipal Election Procedures**

At the MAPC Fall Council Meeting on Wednesday October 26, 2016 at the Quincy Marriott, 1000 Marriott Drive, Quincy, MA 02169, elections will be held for four (4) of the twelve (12) elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

At that time one municipality from each of the four sub-regional seats up for election, will be elected to the MPO by the chief elected officials of the 101 municipalities which constitute the Boston metropolitan region. Pursuant to the MPO Memorandum of Understanding, approved on July 7, 2011, MAPC and the MBTA Advisory Board (Advisory Board) administer the election of the municipal representatives to the MPO.

#### ***MPO Seats Up For Election in 2016:***

One (1) municipality from the Minuteman Advisory Group on Interlocal Coordination (MAGIC) sub-region.

One (1) municipality from the Metro West Regional Collaborative (MetroWest) sub-region.

One (1) municipality from the South Shore Coalition (SSC) sub-region.

One (1) municipality from the Inner Core sub-region.

Terms of election on the MPO are for three years.

#### ***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 of a candidate whether or not the full Board of Selectman has voted it.

A nominee for an open municipal seat must receive five nominations made by any chief elected official from the Boston region, regardless of which sub-region they are from. 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 open seat.

**Nominations papers are due on Friday, September 30, 2016 to MAPC by 5:00 PM and must be filed in person or by mail at MAPC, 60 Temple Place, 6<sup>th</sup> Floor, Boston, MA 02111, Attn: MPO Elections. Faxes or emails will not be accepted. Nomination papers shall include a statement of candidacy (250 word limit) of the community, also due at this time.**

#### ***Voting Process***

Each of the 101 municipalities may vote for one (1) municipality for each of the four (4) open seats.

#### ***Ballot***

A ballot will be prepared by MAPC and the Advisory Board based on the certification of nomination papers. 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 shall be identified on the ballot. A candidates' booklet shall

## MAPC Sub-regions

<b>SUBREGION</b>	<b>COMMUNITIES</b>
<b>North Shore Task Force</b>	Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, Wenham
<b>North Suburban Planning Council</b>	Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn
<b>Minuteman Advisory Group Interlocal Coordination (MAGIC)</b>	Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Littleton, Lincoln, Maynard, Stow, Sudbury
<b>MetroWest Regional Collaborative</b>	Ashland, Framingham, Holliston, Marlborough, Natick, Southborough, Wayland, Wellesley, Weston
<b>South West Advisory Planning Committee (SWAP)</b>	Bellingham, Dover, Franklin, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn, Wrentham
<b>Three Rivers (TRIC)</b>	Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, Westwood
<b>South Shore Coalition</b>	Braintree, Cohasset, Duxbury, Hanover, Hingham, Holbrook, Hull, Marshfield, Norwell, Pembroke, Rockland, Scituate, Weymouth
<b>Inner Core</b>	Arlington, Belmont, Boston, Brookline, Cambridge, Chelsea, Everett, Lynn, Malden, Medford, Melrose, Milton, Newton, Quincy, Revere, Saugus, Somerville, Waltham, Watertown, Winthrop

## 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.

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](http://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 meetings a month and all but four are held in Boston, during the day, at the state transportation building. Four MPO meetings will be held (one per quarter) outside of Boston. MPO meetings typically begin at 10 AM 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 MPO.

# 2016 MPO Election Nomination Papers

Nominated Community	Name of Chief Elected Official	Signature
<b>Open MPO Seat Community is Running For (only check one)</b>	<input type="checkbox"/> <b>MAGIC Seat</b>	<input type="checkbox"/> <b>Inner Core Seat</b>
	<input type="checkbox"/> <b>MetroWest Seat</b>	<input type="checkbox"/> <b>South Shore Seat</b>

### 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 30, 2016 to:  
 Metropolitan Area Planning Council  
 60 Temple Place  
 Boston, MA 02111**

Phone inquiries to  
 Eric Bourassa, MAPC (617) 933 -0740  
 Paul Regan, MBTA Advisory Board (617) 426-6054

# 2016 MPO Statement of Candidacy

(250 Word Limit)

**Municipality:** \_\_\_\_\_

**Chief Elected Official:** \_\_\_\_\_

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