



*Be a participant  
in local affairs!*

# LEARN ABOUT RUNNING FOR LOCAL OFFICE


**2025 ANNUAL TOWN ELECTION**  
**Tuesday, April 8, 2025**




South Hadley  
Town Clerk's Office  
and Board of Registrars

[www.southhadley.org/elections](http://www.southhadley.org/elections)

1



**2025 ANNUAL TOWN ELECTION**  
**Tuesday, April 8, 2025**



South Hadley  
Town Clerk's Office  
and Board of Registrars

[www.southhadley.org/elections](http://www.southhadley.org/elections)

- All Precincts vote at **South Hadley High School**, 153 Newton Street/Rt. 116.
- Polls are open on election day for in-person voting from **7:00am to 8:00pm**.
- Our Annual Town Election is non-partisan, so candidates are listed on the ballot with no party affiliation.
- For local election and voting information:  
<http://www.southhadley.org/elections>
- To register, or check/update your voter registration: <http://VoteInMA.com>

2

## To Run for a Local Office in South Hadley:

- You must be age 18 and a registered voter in South Hadley.
- View the **List of Terms Due to Expire** to learn about open positions.
- Review the **Annual Town Election Calendar** so you are aware of important dates.
- Obtain **Nomination Papers** from the Town Clerk.
- Become knowledgeable about **Campaign Finance laws, best practices for posting political signs, and Campaign Activities on Election Day.**
- Reach out to the **Town Clerk's office** with questions!  
Phone: 413-538-5030 ext 6183



3

## Nomination Papers



- ✓ Obtain **Nomination Papers** from the Town Clerk's Office
  - ★ **First day** to obtain papers is **Monday, December 5**
- ✓ Ask South Hadley residents to sign your Nomination Papers
  - ★ A minimum of **10 certified signatures from your precinct** are required to run as a Town Meeting Member
  - ★ A minimum of **50 certified signatures for all other elected offices.** Signatures can be from South Hadley residents in any precinct.

*Try to collect a good number of extra signatures, as an illegible signature or one that doesn't match the voter's registration details cannot be certified.*
- ✓ Submit your Nomination Papers to the Town Clerk's Office
  - ★ **Last day** to submit papers is Tuesday, February 18

4

## Elected Town Officers



Moderator	1 Elected Official	3-year term
Selectboard	5 Elected Members	staggered 3-year terms
School Committee	5 Elected Members	staggered 3-year terms
Board of Health	5 Elected Members	staggered 3-year terms
Board of Assessors	3 Elected Members	staggered 3-year terms
Planning Board	5 Elected Members	staggered 3-year terms
	1 Appointed Associate Member	
Municipal Light Board (SHELD)	5 Elected Members	staggered 3-year terms
Housing Authority	4 Elected Members	staggered 5-year terms
	1 Governor-Appointed Member	5-year term
Public Library Trustees	9 Elected Members	staggered 3-year terms

5

## Town Moderator



**Duties:**

- All Town Meetings shall be called to order and presided over by the Town Moderator, who is authorized to speak on points of order and to decide each question of order, and has the duty to preserve order, decorum and civility in Town Meeting.
- The Moderator appoints individuals to fill any vacancies in the Appropriations Committee, and serves as a member of the Town Meeting Review Committee that is appointed every five years as per Town Bylaw 7-19.

*Current Officeholder's term expires 4/2027*

6

## Selectboard



### Duties:

- As chief administrative officers of the town, Selectboard members are responsible throughout the year for implementing the decisions of Town Meeting. They are the town's legal agent; the commissioners of highways, and sewers, and of police; the board of public welfare; and the license board, holding hearings on license applications for the sale of alcoholic beverages, storage of gasoline, etc. They draw up the warrant for every Town Meeting. They appoint most of the non-elected officials and boards but not the Committee on Appropriations. The chair shares in appointing special committees.

*Five (5) current members. One Officeholder's term expires 4/2025.*

7

## School Committee



### Duties:

- Meetings focus on the conduct of necessary school business. The Committee desires citizens of South Hadley to attend its meetings so that they may become better acquainted with the operation and the programs of the South Hadley Public Schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public regarding the community's schools, and therefore, extends to citizens the privilege of addressing the Committee during its meetings in accordance with published rules and procedures to ensure the Committee's ability to conduct business in an orderly manner.

*Five (5) current members. One Officeholder's term expires 4/2025.*

8

## Board of Health



### Duties:

- The primary responsibility of the local Board of Health is to respond and act on any situation that may affect the health and safety of the general public. Most of our duties are contained within many statutes, including mandatory licensing and inspection programs in the areas of: Disease Prevention/Control State Sanitary Code Enforcement, Food Protection Laws and Regulations, Motels and Public Lodging Places, Environmental Protection, and a range of Miscellaneous items.

*Five (5) current members. Two (2) Officeholder terms expire 4/2025.*

9

## Board of Assessors



### Duties:

- The assessors are required by Mass. Law to list and value all real and personal property. Assessors are required to submit these values to the State Department of Revenue for certification every 5 years. Fiscal 2020 was the most recent certification year for South Hadley. In the years between certification, assessors are required to do interim adjustments and maintain the values.
- The Board of Assessors reviews sales and the market every year and thereby reassesses various areas of the town each and every year where the need is indicated. Assessed valuations are the basis for distribution of the town's annual property tax levy.
- The department also administers the motor vehicle and boat excise taxes.

*Three (3) current members. One Officeholder's term expires 4/2025.*

10

## Planning Board



### **Duties:**

- Planning and Conservation Department staff provide support to the South Hadley Planning Board—most of the Board’s support is from the Department staff. However, they also provide assistance to the Zoning Board of Appeals, Conservation Commission, Redevelopment Authority and other various boards, committees, and departments. The Director of Planning & Conservation Department is appointed by the Planning Board and reports to the South Hadley Town Administrator.

*Five (5) current members. One Officeholder’s term expires 4/2025.*

11

## Municipal Light Board



### **Duties:**

- The Light Board sets utility policy, and oversees the operation of the South Hadley Electric Light Department (SHELD) operations through the Department General Manager. SHELD is a municipally–owned light plant (MLP) providing electric services to our citizens, as well as Fiberspring internet services. As local elected officials, the Light Board is open to the input of South Hadley’s residents and business owners.

*Five (5) current members. Two (2) Officeholder terms expire 4/2025.*

12

## Housing Authority



### Duties:

- The Housing Authority works to ensure the delivery and availability of decent, safe, and sanitary affordable housing in compliance with all applicable federal, state and local statutes and regulations. The Housing Authority is committed to ensuring that each employee of the authority is provided with necessary training and supervision to accomplish their assigned responsibilities and to promote our housing mission.

*Four (4) current members.*

13

## Public Library Trustees



### Duties:

- South Hadley Public Library serves as a safe community gathering space where all library patrons are welcomed with dignity and respect. The library's collections, programs, and services will reflect both the town of South Hadley and the world at large. The library will collaborate with community partners to provide a comfortable environment that is reflective and responsive to the recreational, educational, and cultural needs of our library users. The South Hadley Public Library building which opened in 2014 operates as the main library of a two-library system, with Gaylord Memorial Library operating as a branch library. Under the direction of the elected Trustees.

*Nine (9) current members. Three (3) Officeholders terms expire 4/2025.*

14

# Town Meeting Members



**Duties:**

- The **120 elected Town Meeting members from our five precincts** serve as the South Hadley Town Meeting. The Annual Town meeting is typically held on the second Wednesday of May. A Special Town Meeting is often held in the fall to complete items on the town budget and other business.
- The Annual Town Meeting, as in all New England towns, is the heart of town government in South Hadley. This meeting is essentially a legislative session, at which the policies and the budget for the ensuing year are voted. Town Bylaws may be added or changed. Other actions affecting the town may be taken. Schools, highways, sewers, and recreation are some of the areas of daily life controlled by the budget decisions made here, which in turn affect the property tax rate. Zoning questions often come up for consideration.

15

# South Hadley Voting Precincts



- South Hadley is divided into **five voting precincts**: A, B, C, D, and E. There are 24 elected Town Meeting Members representing each precinct.
- You can find precincts listed by street online (sample below) at: [www.southhadley.org/159/2020-Precinct-Boundaries](http://www.southhadley.org/159/2020-Precinct-Boundaries)

Abbey Lane		E
Abbey Street		E
Alvord Place		B
Alvord Street		B
Amherst Road		D

16

## Town Meeting Members



- There are currently two (2) vacancies in Precinct A and three (3) vacancies in Precinct C.
- There are 40 seats with terms that expire in 2025.
- While many current members may choose to run for re-election, open seats for full or partial terms are not uncommon. Running for a partial term can often be a good strategy for a first-time candidate.
- If the ballot turns out to have an open seat with no candidate, consider running as a write-in candidate by letting neighbors and friends in your precinct know that you would like them to write in your name.

Precinct	Member Term Expires in 2025
A	8
B	7
B	1
C	8
D	8
E	8

Prior to each election, sample ballots can be viewed at: <https://www.southhadley.org/1088/Sample-Ballots>

17

## To Run for Election as a Town Meeting Member

- You must be age 18 and a registered voter in South Hadley.
- Get nomination papers from the Town Clerk’s office, when they are available, about 3-4 months before the Annual Election.
- A minimum of 10 certified signatures on your nomination papers from registered town voters IN YOUR PRECINCT are required.

*Try to collect 5-10 extra signatures, as any signatures that don’t match registration details can’t be certified.*

- At this time, Members whose terms are ending receive a postcard from the Town Clerk, which can be returned to indicate that they wish to run for re-election and be on the upcoming ballot, or not.



18

## Charter Commission Members



A local voter has initiated a petition effort to gather signatures to place a question about creating a Charter Commission on the ballot in the April 8, 2025 Town Election. If enough signatures are submitted by the late December 2024 deadline and then certified (certification results will likely be available by early-to-mid-January, 2025), this question will be on the April 8, 2025 ballot:

*Shall a commission be elected to frame a charter for South Hadley?*

**Duties:**

- Should the proposed ballot question pass in the April 8, 2025 Town Election, 9 Commission members will be elected from among candidates who gathered enough certified signatures to be on the **same** April Annual Town Election ballot as the question.
- The timeline to run as a candidate for the proposed Charter Commission is the same as for other local offices. Nomination papers can be obtained in December 2024 and a minimum of 50 certified signatures are needed to run for this office.

## Questions?

- For election and voting information: <http://www.southhadley.org/elections>
- Contact the Town Clerk’s Office or a member of the Board of Registrars  
Phone: 413-538-5030 ext 6183

**2025 ANNUAL TOWN ELECTION**  
**Tuesday, April 8, 2025**



South Hadley  
Town Clerk’s Office  
and Board of Registrars

[www.southhadley.org/elections](http://www.southhadley.org/elections)