

# Appointment Policy for Boards & Committees

*Approved: October 17, 2017*

## I. SCOPE OF POLICY

This policy has been adopted by the Southborough Board of Selectmen for appointments to volunteer committees. It shall apply to all groups, organizations and committees (hereinafter "committees") whenever the Selectmen are required to appoint the entire committee or any members thereof.

## II. ADVERTISEMENT OF OPENINGS/RECRUITMENT

A. Before making any appointment, the Office of the Selectmen shall publicize a notice calling for volunteers to be broadcast on local cable television station, the Town of Southborough's official website and Twitter account, and any other appropriate local news media. The notice shall specify the following:

1. The name of the committee;
2. Directions for applying;
3. A closing date for acceptance of applications.

Whenever possible, these notices shall be broadcast at least two weeks prior to the close date.

B. The Selectmen or Town Administrator are encouraged to recruit members for any committee position.

C. Each committee's expected role in appointments is to:

1. Encourage individuals to volunteer for board or committee service;
2. State the qualifications they are seeking;
3. Make suggestions on potential members.

Committees should not make any representation to candidates concerning the likelihood of appointment nor provide their suggestions with any rank order, but may invite prospective members to attend meetings to familiarize themselves with the work of the committee.

## III. APPLICATIONS AND INTERVIEWS

A. *New Volunteers:* Any resident of the Town of Southborough may apply to be appointed to a committee. Interested residents shall complete a Citizen Activity Form, including qualifications they would bring to the position. Whenever possible, resumes should accompany the form, which is to be forwarded to the Selectmen's office.

The Selectmen shall interview, in public session, all new applicants for committee positions and shall make their appointments in public session. Interviews shall focus on the qualifications of the applicant and the role of the committee. The chair of the committee shall be notified in writing of the interview date and time, relative to candidates for appointment to the committee for which he/she serves as chair, and invited to attend the meeting and participate in the interviewing process. Members of the public shall not participate in the interview process, but

feedback and comments may be offered during the Public Comment portion of the meeting, with permission from the Chairman of the Board of Selectmen. The Selectmen may waive the interviewing of any candidate who (a) has previously interviewed with the Board in the past twelve (12) months; or (b) has previously served on another Town board or committee.

B. *Incumbents*: Particularly on committees which involve a significant amount of time in service to become a knowledgeable and useful member, present members will be given every consideration if they desire to be reappointed. At least one month prior to appointments, the Selectmen's office shall contact present committee members to determine their desire to be reconsidered for appointment. Incumbents who wish to be reappointed must indicate so in writing to the Board of Selectmen by way of returning the Reappointment Form provided. The Selectmen shall consider their reappointments in public session.

If the Selectmen determine that it is to the detriment of a committee to delay appointing a vacancy such that a delay will impede the function of the committee fulfilling its duties, then the Board of Selectmen may, by majority vote at its discretion, override any portion of this policy that causes delay of said appointment.

#### **IV. REQUIREMENTS**

As a general statement and underlying principle, people invited to serve the town by becoming members of its important non-elected committees, boards and commissions should:

- Be people of competence, good will and sound, objective judgment;
- Be drawn from new and long-time residents alike;
- Be truly interested in the welfare of Southborough and all its residents;
- Be sensitive to the long-term as well as immediate impact of their decisions and recommendations;
- Be willing and able to devote the time and energy necessary to fulfill their responsibilities.

It should be noted that "experience," while desirable, is NOT a requirement. The Selectmen would like to encourage people who have not come forward before to let their interests be known.

All volunteers, along with public employees, must complete a brief online training program, in accordance with conflict of interest law, Massachusetts General Law Chapter 268A, which will be provided after appointment by the Board of Selectmen and being administered the requisite oath of office by the Town Clerk.

#### **V. APPOINTMENTS**

A. All members of the Board of Selectmen shall receive copies of the Citizen Activity Form prior to each position being appointed.

B. All committee appointments shall be based solely on merit.

C. Appointments shall be made in public session, as soon as possible after any necessary

interviews have been conducted. A majority vote of the Board is necessary to appoint members. Whenever possible, the Board shall delay voting on an appointment until the entire Board is present.

## **VI. ALTERNATIVE APPOINTMENTS/LIST OF VOLUNTEERS**

A. Applicants are encouraged to apply for alternative appointments whenever there are vacancies on more than one committee. Applicants seeking alternative appointments should inform the Selectmen's office of their order of preference for appointment.

The Selectmen's office shall maintain a list of all applicants who are not appointed, including the committees that they are interested in serving upon, and shall contact them for interviews should a position that they are interested in become available within six (6) months of application submission.

## **VII. TERM OF APPOINTMENT**

The Selectmen's office shall inform appointees of the term of their appointment in writing. In cases where the term of appointment is not elsewhere defined, appointments shall be made for a term of one (1) year, or as determined by the Selectmen, but in no case shall an appointment exceed five (5) years. The ordinary practice should be to make appointments for a one-year term. Whenever a vacancy occurs before the expiration of a term, the Selectmen shall appoint a member to fill out the unexpired portion of the term.

## **VIII. REAPPOINTMENTS**

Members in good standing may be reappointed at the discretion of the Selectmen pursuant to application in accordance with the procedures set forth in paragraphs II-VI, IX and X of this policy.

## **IX. RESTRICTIONS**

A. The Selectmen shall not appoint a resident to serve simultaneously on more than one municipal committee. However, residents who have been elected to a committee, appointed by another Board or organization, or who serve by operation of statute, bylaw or other rule, may be appointed by the Selectmen to serve on one additional committee. This provision shall not apply to the Selectmen or the Town Administrator. The Selectmen may waive this provision by voting unanimously that it is in the best interest of the Town to do so.

B. The appointment of residents who have a potential conflict of interest and require appointment as a special employee to serve shall be governed by a separate policy.

## **X. SCHEDULE OF ANNUAL APPOINTMENTS**

A. When making appointments, the Selectmen shall endeavor for all new appointments and reappointments to expire on June 30 of any given year, unless otherwise defined by statute, bylaw or other rule.

B. Appointments for terms beginning July 1 shall be made after the Annual Town Election of any given year.