

Selectmen's Policy on Committee/Board/Commission Appointments

Adopted June 9, 2021

23
Can WCA SBL

Purpose: This policy sets the process for the appointments of volunteers to the various Boards, Committees and Commissions ("Boards") of the Town as well as setting the criteria used for selection. The goal of this policy is to facilitate the appointment of full, well run Boards that represent the interests of all of our townspeople.

Types of Boards, Committees and Commissions: Except in terminology, there is no difference between a Board, Committee or Commission for purposes of this policy. However, some Boards are required by Statute (i.e. Planning Board and Board of Appeals) or Ordinance (i.e. Town Landings Committee and Shellfish Commission). Other Boards are created by the Board of Selectmen as advisory boards (i.e. Road Committee).

Appointments: All appointments are made by the Board of Selectmen with the exception of the Albert F. Totman Library Trustees and Phippsburg Cemetery District Trustees (these organizations' nominations and elections happen from the floor of the annual Town Meeting.) Five of the seven Budget Committee members are also elected by secret ballot.

Board Membership: Boards will normally consist of an odd number of regular members. Alternate member positions may be added by Town Meeting vote or vote of the Selectmen, in order to replace regular members who are not present at a meeting or have a conflict of interest or appearance of a conflict that would cause the individual to temporarily step down from the Board.

Terms of service: The appointment terms differ for each Board. Terms will either be two, three or five years. The terms will run from July 1st to June 30th.

Oath of Office: Each appointee will receive an appointment certificate from the Board of Selectmen appointing them to their Board. Those elected from Town Meeting floor or by secret ballot do not receive an appointment certificate because the minutes of Town Meeting will reflect the action taken. Once the appointee receives their appointment papers or an individual is elected to a position they must take the Oath of Office from the Town Clerk, Deputy Town Clerk or a Notary Public before serving in any capacity as a Board member.

Removal for Cause: Appointed (not elected) Board Members may be disciplined or terminated from a position by the Selectmen for cause and shall be given the right to "due process" notice and hearing. Missing too many Board meetings or being disruptive to the meeting process are examples of a reason for removal. A Board may, by majority vote, recommend to the Selectmen that a fellow Board member be considered for removal for cause.

Renewal: In the beginning of June each year those Board members whose terms are ending shall be sent a notice asking if they would like to be re-appointed, and their answer will be taken into consideration by the Board of Selectmen.

Vacancies During Terms: If a vacancy should occur during a term (whether appointed or elected) the Selectmen may, at their discretion, appoint a replacement to fill the remaining time left on the term or wait until the annual appointment cycle in June. The replacement would be required to comply with the same appointment process as a new board member.

Stipends: For the most part positions on the Town Boards are volunteer non-paid positions but members may be paid a small stipend if so authorized by Town Meeting.

Insurance Coverage: The Town provides accident and disability insurance to volunteer Board members if they should get injured while acting in their official capacity.

Advertising Open Positions

The Selectmen shall advertise any regular open positions they wish to fill on the Town's website, CATV Station and through the use of postings. They may also advertise in the local newspaper at their discretion. Citizens who have applications on file will also be contacted.

If there are applications on file for a position which becomes vacant during a term then there is no requirement to advertise, although the Selectmen may do so if they desire.

Applications

Applications for Appointment will be provided by the Town (except for elected Board members). Interested citizens may apply for a position at any point in time even if there is no current vacancy. Their applications will be kept on file for two years and they will be contacted should a vacancy occur. If an applicant is notified of a vacancy and is not interested or is unable to go through the appointment process at that time, then their application will remain on file for the two year period. If an applicant applies for a position, and arrangements are made to complete the process, and later the individual declines to complete the appointment process, then that person's application will be removed from any further consideration. The applicant(s) will need to re-apply if they are still interested in that position.

Appointment Process

If an applicant is being considered for a Board opening, they are required to meet with that Board for a private interview (in Executive Session). This is an excellent opportunity for the Board to learn more about the applicant and the applicant to learn more about the Board and the expectations of its members. The Board will then notify the Selectmen as to their recommendation.

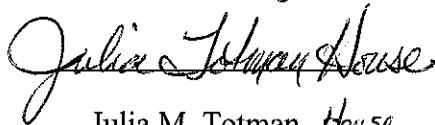
The Selectmen will then consider the appointment during a publicized meeting. The Selectmen reserve the right to appoint or not appoint the applicant by majority vote, even if there is only one applicant.

Requirements for Board Members

- Must be 18 years of age.
- No residency requirement unless otherwise stated by Statute or Ordinance.
- Are required to make a majority of the Board meetings.
- The Selectmen desire applicants who have the qualifications (knowledge or skills) specific to the purpose for which the Board was established or are able to learn quickly. The Selectmen are seeking applicants who are dedicated and respectful of their fellow board members and the public. Applicants should display common sense and be able to make unbiased decisions. The applicants need to be able to diligently and courteously work as a team member even through disagreements. **These are essential qualities for any applicant on any Board.**

Adopted June 9 2021

23
JMH SBL



Julia M. Totman-House
Chair, Board of Selectman



Christopher L. Mixon
Board of Selectman



Susan B. Levene
Board of Selectmen