

**** DRAFT only – current Procedures remain in effect until a new version is adopted ****
Comments and ideas for improvement are welcome.
Please submit any comments in writing to the Town Clerk

TOWN OF READFIELD

PROCEDURES FOR APPLICATION FOR APPOINTMENT AND REAPPOINTMENT TO BOARDS, COMMITTEES AND COMMISSIONS (BCC)

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race, color, ancestry, national origin or sexual orientation. The Select Board may exclude from consideration any applicant with a physical or mental disability only when the physical or mental disability would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made. The Select Board shall have final authority over the appointment of citizens to Boards, Committees, and Commissions (BCC) that are instruments of Town Government. The Select Board welcomes all qualified, motivated applicants for volunteer positions.

The following minimum eligibility criteria must be met by all applicants seeking to serve on a BCC:

- 1) US citizenship
- 2) Resident of the Town of Readfield
- 3) Notwithstanding the above two criteria, the Select Board, at its discretion, may appoint members of certain Ad Hoc committees that may not meet these criteria as circumstances warrant.

1. Applicant's Process:

- a. Each applicant applying for a vacancy on a BCC shall complete an Appointment Application provided through the office of the Clerk. If there is a vacancy on a BCC, interested applicants may apply at any time.
- b. All first time appointment applicants shall meet with the Select Board during a Select Board meeting for their appointment interview. Reappointment applicants may request an interview with the Select Board. The Select Board will not unreasonably deny a request for an interview. For the purpose of this document, "reappointment" means continuous, uninterrupted service on the same BCC.
- c. All applicants and reappointment applicants shall be provided a copy of this document along with an Appointment Application.
- d. All individuals appointed for the first time to the Planning Board or Board of Appeals are required to complete the Basic workshop for Planning Board or Board of Appeals members offered by Maine Municipal Association. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude a BCC member from serving on the BCC prior to completing workshops.
- e. All appointees to the Budget Committee are required by state law to take a Freedom Of Access Act (FOAA) class and to provide a certificate of completion to the Town Clerk within 120 days of appointment.

Preliminary Ad Hoc Committee Consensus Draft
as of Wednesday, February 3, 2016

**** DRAFT only – current Procedures remain in effect until a new version is adopted ****

Comments and ideas for improvement are welcome.

Please submit any comments in writing to the Town Clerk

- f. Appointees must take an oath of office from the Town Clerk or his/her designee before assuming the duties on the Planning Board, Board of Appeals, Library Board of Trustees and Recreation Board.
 - g. Applicants who have not been appointed to a vacancy by the Select Board for which the applicant has initially applied, may have his/her application filed with the Town Clerk for a period of time not to exceed one year for future consideration. Reconsidered applications need to follow all steps of these Procedures, with the exception of completing another application.
2. Town Clerk's Process:
- a. The Clerk shall advertise vacancies on BCCs as per the Advertising Section (3) of these procedures.
 - b. The Clerk will provide each applicant with written responsibilities for the appropriate BCC.
 - c. The Clerk shall accept all applications for appointments to BCCs regardless of vacancies, and retain applications for up to one year unless the applicant withdraws.
 - d. The Clerk shall forward complete appointment applications to the Town Manager when opening(s) exist.
 - e. The Clerk, working in conjunction with the Town Manager, shall schedule applicant interviews at the mutual convenience of the Select Board and the applicant.
 - f. The Clerk shall inform applicants and the chair of the relevant BCC of the Select Board's decision(s) regarding appointments, reappointments or resignations.
 - g. The Clerk shall copy any letters of resignation to the Town Manager.
 - h. The Clerk shall record position openings after the acceptance of a resignation by the Select Board.
 - i. The Clerk or his/her designee must administer an "Oath of Office" to all appointees to the Appeals Board, Library Board of Trustees, Planning Board or the Recreation Board before assuming official duties.
3. Advertisement Process:
- a. All positions will be advertised for a minimum of 10 days before any applications can be considered by the Select Board.
 - b. Advertising for vacancies shall be accomplished through use of all of the following media: Town of Readfield website, publishing in the monthly Readfield Messenger (as publishing deadline allows) and posting at the Town Office. In addition, advertising for vacancies may also be accomplished by posting notices at the Readfield and Kents Hill Post Offices, Town Library, in the Community Advertiser and Town of Readfield Channel 7 TV station.
 - c. The advertisements shall list all vacancies on each BCC, the length of the term and describe the application process.
4. Chairs of Boards, Committees, and Commissions Process:

Preliminary Ad Hoc Committee Consensus Draft
as of Wednesday, February 3, 2016

**** DRAFT only – current Procedures remain in effect until a new version is adopted ****

Comments and ideas for improvement are welcome.

Please submit any comments in writing to the Town Clerk

- a. Opening by expiring term: By May 1st of the expiring year, the BCC chair shall notify any member(s) that his/her term is expiring and inform any such member(s) that he/she needs to reapply for a position before May 31st in order to be considered for reappointment.
 - b. Opening by resignation: The Chair shall send all resignations received to the Clerk.
 - c. Opening by default: When an opening occurs prior to the expiration of a term for reasons other than formal resignation or forfeiture including, but not limited to death or change of residency of the volunteer, the Clerk shall notify the Town Manager to include such notice of vacancy on the next Select Board agenda to declare the position formally open for advertising.
 - d. The chair, in consultation with committee or board members, may provide to the Select Board a list of knowledge, skills, education or experience that would be desirable in a new member and which the Select Board may use in evaluating applicant(s).
5. Town Manager's Process:
- a. The Town Manager shall inform the Select Board of all applications and resignations from BCCs by making them an agenda item for the Select Board's review.
 - b. The Town Manager or his/her designee shall inform the Clerk of all Select Board decisions regarding appointments, reappointments and resignations.
6. Select Board's Process:
- a. No opening shall be considered by the Select Board unless the following have been met:
 - i. Notification of a vacancy by the Town Clerk has been completed and recorded
 - ii. Advertising Process (Section 3) has been completed
 - b. The Select Board shall review each application for appointment or reappointment.
 - c. The Select Board shall interview all new appointment applicants and may interview reappointments in accordance with Section 1.b.
 - d. Provided the advertising process is complete, the Select Board shall act on applications for BCCs no later than the second regularly scheduled meeting following the receipt of any applications and the completion of interviews.
 - e. When reviewing an application for appointment, the Select Board should consider the BCC needs as specified.

These Procedures originally adopted by the Select Board on September 24, 2012 [check this date] and amended by the Select Board on 10/21/2013.

Preliminary Ad Hoc Committee Consensus Draft
as of Wednesday, February 3, 2016

**** DRAFT only – current Procedures remain in effect until a new version is adopted ****
Comments and ideas for improvement are welcome.
Please submit any comments in writing to the Town Clerk

Amended and approved by the Select Board, _____
date

Select Board

Valarie Pomerleau, Chair

Thomas Dunham, Vice Chair

Alan J. Curtis

Christine Sammons

Bruce Bourgoine

DRAFT