

Town of Readfield

**Appointment
Policy Adhoc
Committee Mtg.**

October 21, 2015

At 5:00 pm

At the Town Office

Appointment Policy Adhoc Committee History Record

1/26/15 Select Board Packet included the following from the Town Manager along with a copy of the current Appointment Policy.

10. Appointment Procedures review process

Following the discussion at the January 12, 2015 meeting with Road Committee and Budget Committee member, John Parent, Select Board member Tom Dunham requested that this item be added to the agenda.

Different aspects of the Town's appointment procedures for volunteer members of boards, committees and commissions were considered in the previous discussion. The Board also received relevant comments and recommendations during a recent MMA training workshop on the roles of boards and managers.

The Select Board could consider a possible process for reviewing the appointment procedures to make any suggested updates or revisions. This possibly could include a subcommittee of Select Board members, possibly with representation from chairs of different committees, or review by the committee chairs, and input from Town employees. Although this is not considered to be an item of immediate priority, the Board could consider a possible schedule for conducting the review.

1/26/15 Taken from approved Select Board Minutes.

#3 SELECT BOARD COMMUNICATIONS	
DISCUSSION	<ol style="list-style-type: none">1) Selectperson Dunham will present the Board with a completed spread sheet for the road work at the next meeting for discussion.2) The Public Works Ad-Hoc Committee would like to receive some assistance from the Town Office Staff in the form of time.3) The Ad-Hoc Committee would like a directive from the Board that is actually attainable.4) Selectperson Dunham will speak with the Ad-Hoc Committee at their next meeting and then bring back to the Board more information.

4/6/15 Select Board Packet included the following document:

DRAFT

**Boards and Committees
Ad Hoc Committee Directives**

4/01/2015

- Review current Appointment policy.
- Review current committee mission statements.
- Write DRAFT Boards and Committee policy that may include the following:
 - Application process
 - FOAA responsibilities for all committees
 - General responsibilities for all committees
 - Appointment/ un-appointment process
 - Ethics policy
 - Term limits?
 - Define qualifications and expertise for each committee

The goal is to clarify the rolls and responsibilities of all of our appointed committees.

By T. Dunham

4/6/15 Taken from approved Select Board minutes:



- 4) Chairperson Reay would like the minutes to reflect that the meeting of 1/26/15 was a consensus of the Board to have seven (7) members on the Appointment Procedure Ad-Hoc Committee to include: 2 Select Board Members, 2 Residents, 2 at large committee members and the Town Clerk.

4/21/15 Select Board Packet included the following document:

DRAFT
Boards and Committees
Ad Hoc Committee Directives

4/01/2015

- Review current Appointment policy.
- Review current committee mission statements.
- Write DRAFT Boards and Committee policy that may include the following:
 - Application process
 - FOAA responsibilities for all committees
 - General responsibilities for all committees
 - Appointment/ un-appointment process
 - Ethics policy
 - Term limits?
 - Define qualifications and expertise for each committee

The goal is to clarify the rolls and responsibilities of all of our appointed committees.

By T. Dunham

4/21/15 Taken from approved Select Board minutes:

8) DRAFT CRITERIA APPOINTMENT POLICY AD HOC COMMITTEE – 1ST READING: Mrs. Reay would like the committee to have as a directive the MMA suggestion to not have chair recommendations and to also address a possible email communications policy.

5/18/15 Select Board Packet included the following document:

DRAFT

Boards and Committees Ad Hoc Committee Directives

Review current Appointment Policy

Review current Committee mission Statements

Review Committees Roles & Responsibilities

Write Draft Boards and Committee policy that may include the following:

- Application Process
- FOAA responsibilities for all committees
- General responsibilities for all committees
- Appointment/Un-appointment process
- Ethics policy
- Term Limits
- Define qualifications and expertise for each Committee
- Email communication

The goal is to clarify the roles and responsibilities of all our pointed committees.

10.

#10 APPOINTMENT PROCEDURES REVIEW PROCESS	
DISCUSSION	<ol style="list-style-type: none"> 1) The Board will review and discuss the policy and possibly form a sub-committee. 2) Selectperson Pomerleau would like to advertise to find 5-7 volunteers to sit on the sub-committee 3) Members of the sub-committee should consist of the town clerk, two chairpersons from other committees, and two (2) at large volunteers and two Select Board members
NOTION	
SECURITY	
PASS/FAIL	

Above is the from the January 26, 2015 meeting minutes. This states the proposed committee would be looking at the existing appointment policy. I'm confused on how this discussion above became writing other policies. I thought we were trying to improve/ update the existing policy. Not sure that the Draft directives should be in the appointment application process, some of the items look they should be in the roles & responsibilities for each committee. Obviously this is just my take on it.

5/18/15 Taken from approved Select Board minutes:

(10) Appointment & Procedure Ad hoc Committee-Draft criteria:

- Review the current Appointment Policy.
- No chair recommendations, per MMA.
- FOAA responsibly as a committee member.
- Address resignations.
- Ethics should be a separate policy and Mr. Durgin volunteered to work on that policy.
- MMA has advised to have term limits established.

6/1/15 Taken from approved Select Board minutes:

- Mr. Dunham stated that he was still unclear on the directives for the Appointment Policy Adhoc Committee as there was no vote taken at the last meeting. Select Board members will share their notes to come up with the list and this item will be on the agenda for the next meeting.

6/15/15 Taken from approved Select Board minutes:

Unfinished Business

7.) Appointment & Procedure Adhoc Committee criteria:

- Motion by Mr. Durgin to accept the Appointment Policy Adhoc Committee's directives as stated on the second page with the M:Tclerk at the bottom of the page, second by Mr. Dunham. Vote 5-0 in favor.
- The Committee will look into the recommendation issue.

Which was:

- Review the current Appointment Policy.
- No chair recommendations, per MMA.
- FOAA responsibly as a committee member.
- Address resignations.
- Ethics should be a separate policy and Mr. Durgin volunteered to work on that policy.
- MMA has advised to have term limits established.

packet prepared by
SB. Board member

Boards and Committees Ad Hoc Committee Directives

- Review current appointment policy
- How to handle multiple applicants
- Applications – specific to each committee
- Review current committee mission statements
- Review committee roles & responsibilities
- Review committee guidelines
- Ethics policy – look at select boards policy
- Term limits
- Define qualifications and expertise for each committee
- Email/FOAA responsibility

Goal – clarify the application process as well as roles & responsibilities so applicants know what will be expected of them.

VP/TD 6/9/2015

DRAFT

DRAFT

Appointment Policy Ad Hoc Committee

Boards and Committees Ad Hoc Committee Directives

Review current Appointment Policy and Guidelines

Review Committees general Roles & Responsibilities

Write Draft Boards and Committee policy that may include the following:

- Application Process
- Email/FOAA responsibilities for all committees
- General responsibilities for all committees
- Appointment/Un-appointment process
- Define qualifications and expertise for each Committee
- Email communication

The goal is to clarify the roles and responsibilities of all our appointed committees.

Each Committees Responsibility

- Review current Committee mission Statements

Ethics and Term limits

- Discussed and the consensus was to wait until July 2015 and have a separate policy with those two items so it would include boards, committees, employees, volunteers and elected officials

TOWN OF READFIELD

PROCEDURES FOR APPLICATION FOR APPOINTMENT AND RE-APPOINTMENT TO BOARDS, COMMITTEES AND COMMISSIONS

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race, color, ancestry, national origin, sexual orientation or physical or mental disability. 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 that are instruments of Town Government.

1. Applicant's Process:

- a) Each applicant applying for a vacancy on a board, committee or commission shall complete an Appointment Application provided through the office of the Clerk for the position for which the applicant seeks appointment.
- b) All first time appointment applicants shall meet with the Select Board during a Select Board meeting for their appointment interview. Re-appointments may or may not be asked to attend a Select Board meeting for re-appointment with exception noted in Item 6c.
- c) All re-appointment applicants need to re-apply for their position by May 31st of the expiring year. If not done so, the applicant may lose their position on their chosen board, committee, or commission.
- d) All applicants and re-appointment applicants shall be provided a copy of this policy along with the Appointment Application upon appointment or re-appointment.
- e) 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 MMA. Upon completion of the basic workshop, members are responsible to provide a certificate of completion 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 position 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 by the Board for the same or another appointive position. Re-considered applications need to follow all steps in this procedure, except completing another application.

2.) Town Clerk's Process:

- a) The Clerk shall not accept or present any application for appointment to any board, committee or commission to the Select Board for review before the current position is determined open and available to be filled.
- b) The Clerk shall be responsible for advertising any and all openings for positions on boards, committees and commissions as per the Advertising Section (3) of this procedure policy.
- c) The Clerk shall forward all completed appointment applications and recommendations to the Town Manager in a timely manner.
- d) The Clerk shall send all letters of resignation to the Town Manager to be added to a Select Board agenda for review and acceptance by the Select Board.
- e) After the acceptance of a letter of resignation by the Select Board, the Clerk will record the opening on that board, committee or commission.
- f) The Clerk, working in conjunction with the Town Manager, shall be responsible for arranging all interviews at the mutual convenience of the Select Board and the applicants.
- g) The Clerk shall inform all applicants for appointment and reappointment of the Select Board's decision.
- h) The Clerk or his/her designee must administer an oath of office to the appropriate appointees before assuming the duties of the position to which the applicant has been appointed.
- i) The Clerk shall notify the Chair of the board, committee or commission of the action taken by the Select Board regarding the status of the appointment or re-appointment of a candidate to a board, committee or commission on which the person serves as Chair

3. Board, Committees, and Commissions Process:

- a) Opening by expiring term: The board, commission or committee chair shall notify the member that his/her term is expiring by May 1st of the expiring year informing the member that he/she needs to re-apply for their position before May 31st of the current year and, if this is not done, it will create an automatic opening.
- b) Opening by resignation: The Chair shall send all resignations that he/she receives to the Clerk. All resignations shall be in writing either by e-mail or letter.
- c) The Chair shall also supply a brief outline of the duties of the position to be filled to the Clerk for advertising.

- d) The Chair shall provide a recommendation to the Select Board for each appointment or reappointment application received by the Clerk for their board, committee or commission.
- e) Each chair shall be given this policy upon appointment as Chair or re-appointment as Chair. All board, committee and commission members shall abide by the guidelines that the Select Board has added as an addendum to this policy.

4.) Advertisement Process:

- a) Advertising shall be accomplished through use of the Town of Readfield website, publishing in the monthly Readfield Messenger and posting at the Town Office and Town of Readfield PEG TV station. The following notifications are optional: posted at the Town Library and in the Community Advertiser.
- b) The advertisements shall list the board, committee or commission, the title of the position and the length of the term. All positions shall be advertised "until filled".

5.) Town Manager's Process:

- a) The Town Manager shall inform the Select Board of all applications and resignations from boards, committees and commissions 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 on applicants for appointment, re-appointment and resignations.

6.) Select Board's Process:

1. No opening shall be considered by the Select Board unless the following have been met:
 2. notification process to the Clerk has been completed and recorded
 3. advertising has been completed
 4. a recommendation by the Chair of the board, committee or commission is attached to the application.
-
- a) The Select Board shall review each application for appointment or re-appointment before making a determination about the fitness of the applicant for the position.
 - b) The Select Board shall interview all new appointment applicants and may choose to interview re-appointments. The Select Board always has the option to forego a new appointment interview if the majority of the Select Board feels they know the applicant because of their service on other boards, committees or commissions.

- c) The Select Board shall act on applications for boards, committees and commissions no later than the second regularly scheduled meeting following the receipt of the application or when convenient for the applicant.
- d) The Select Board may choose to reconfigure the board, committee or commission before any more applicants may be appointed (unless such configuration has been set by Town Meeting and/or State Law).
- e) When reviewing an application for appointment, the Select Board may consider the applicant's prior education, training, experience and comments received from board chairs, committees, commissions the public and any other qualifications related to the position for which applied.

Original procedures amended by the Select Board on 9/24/2012

This draft created by Select Board subcommittee and Town employees input, 8/8/13

Original procedures amended and approved by the Select Board on 10/21/2013

Guidelines attached were incorporated by the Select Board on 10/21/2013

Amended Oct 21, 2013

Select Board

Sue Reay, Chair P.

Greg Durgin, Vice Chair

Lawrence Dunn

Valarie Pomerleau

Allen J. Curtis

GUIDELINES FOR BOARDS, COMMITTEE'S AND COMMISSIONS

CHAIRS DUTIES AND RESPONSIBILITIES:

1. The Chair will conduct all meetings.
2. The Chair shall prepare an agenda for each meeting using the following guide:

Meetings shall consist of the following agenda:

- a. Roll call and determination of a quorum.
- b. Review and approval of minutes of previous meeting.
- c. Oral and Written Communications
- d. Opportunity for members of the public to address the Board, Committee or Commission.
- e. Old (unfinished) business.
- f. New business.
- g. Adjournment.

Each agenda shall be posted.

3. The Chair will maintain a schedule and preliminary agenda for all meetings to be conducted in his or her term. This will be used to help assure efficient use of the Board, Committee or Commission's time while conducting necessary Town business.
4. The Chair will routinely meet with the Town Manager to ensure that they stay current with Town issues.
6. The Chair is deemed to be the public spokesperson for the Board, Committee or Commission although he/she can designate this responsibility freely.
7. All members of the Board are eligible for election as Chair and may serve any number of consecutive terms, as elected annually by fellow members.
8. A vacancy in the position of Chair will be filled as soon as possible
9. The Chair is responsible for writing an article for the Town Report each year and for the Readfield Messenger if meetings are held that month.

10. The Chair of each board, committee or commission shall notify the Town Clerk when an opening occurs on the board, committee or commission that the Chair represents. The Chair shall also supply the Town Clerk with the title of the position to be filled, a brief outline of the duties of the position and the length of the term of the position.

11. The Chair is to give each member a copy of the Town's policy on Procedure for Application, Appointment and Re-appointment along with a copy of these guidelines.

12. Chair is responsible for keeping minutes of meetings or assigning a member to keep them.

13. Minutes shall be turned into the Town Clerk for posting on the web site.

14. Notifying all members of meetings.

15. Posting of meetings with agenda's.

16. Chair is to attend the Annual Chairs Meeting.

17. Annually the Chair shall update the Goals and Missions statement.

Planning Board shall use the microphones for their meetings.

In addition to their duties and responsibilities as members of their respective Boards, Committees and Commissions, the Chair may have additional duties and responsibilities. These additional duties are discussed in this section. Except when the responsibility falls on the Chair in the following instances: (a) absence of the Chair; (b) whenever the Chair has a conflict of interest, as defined by law, with the business being conducted by the Board, Committee or Commission; (c) at any other time at the reasonable discretion of the Chair.

A vote of other members present shall take place to who will preside over said meeting.

Town of Acton, Maine

Appointments/Reappointment Policy

I. Purpose:

To establish written guidelines and procedures to be used by the Selectmen when making their annual appointments/reappointments.

II. Policy:

It is the policy of the Town of Acton to appoint qualified people to the positions for the various board, committees and municipal offices.

A. Appointments

Appointments are normally for one, two, or three years, depending on the position, and will be staggered.

Appointments to municipal positions such as the Code Enforcement Offices, Deputy Code Enforcement Officer, Health Officer, Animal Control Officer, and Constable will be for one year.

Annually, in the month of May or whenever a vacancy exists and there are no prospective candidates, the Board of Selectmen shall advertise, by various means, that there are vacancies on the various boards and committees. The Selectmen shall maintain an open list of people wishing to serve on various boards and committees.

B. Reappointment

Appointments to any board or committee does not mean that a person is automatically reappointed at the end of his/her term of appointment. If there are other candidates who are interested in serving on a board or committee for which there is a vacancy, the Selectmen shall review the background and qualifications of all these candidates and appoint those that they feel are the best qualified and will serve the best interest for the Town of Acton.

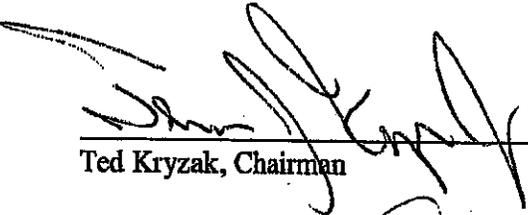
Generally, if there is a vacancy on a board or committee and there are alternate members appointed, first consideration will be given to moving the alternate member up to a regular position on that board or committee.

C. Removal

Failure to attend three (3) meetings, except for illness, emergency or excused absence by the Chairman, shall reason for removal from the committee.

The Board of Selectmen may remove a member for cause, upon written notice, after a public meeting.

Adopted: 1/9/1996 Amended: 3/18/2010 Amended 01/26/2012



Ted Kryzak, Chairman



Larissa Crockett



Bill Shields

Board of Selectmen, Assessor, and Overseer of the Poor

RESOLUTION

**TOWN OF WAYNE
CODE OF ETHICS**

Adopted May 29, 2007

Be it Resolved by the Wayne Board of Selectmen, that:

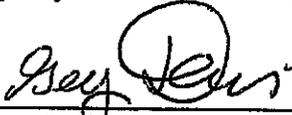
Appointees of the various boards of the Town of Wayne serve as representatives of the local government. They must perform their duties to the same standards as is required of the permanent full and part time municipal employees. This policy is designed to ensure that members of the public are treated with civility, without prejudice or bias and without impairment by all representatives of the local government.

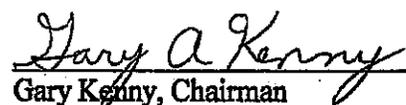
To that end, the following policy has been developed to govern their behaviors in their capacity as members of the various boards, to include the following: Board of Selectmen, Budget Committee, Planning Board, Board of Appeals, as well as any other appointees or short term groups, such as Comprehensive Planning, Land Use Ordinance Committee, Cemetery Committee, Charter Commission, Recreation Committee, Recycling Committee or any other committees that may be instituted in the future.

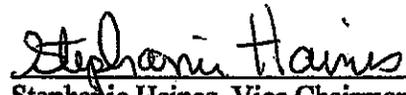
- 1) All board members will behave with civility at all times while operating in their official capacity. They will refrain from use of foul or offensive language, personal verbal or physical attacks, or angrily addressing a member of the public. It is perfectly acceptable for a board member to excuse him or herself from their duties if being verbally threatened or attacked, but responding in-kind once so attacked is not permissible.
- 2) They will refrain from the use of any and all drugs or alcohol before or during the performance of their official duties. Evidence of such use of drugs or alcohol, such as overly argumentative behavior, staggering, slurred speech, and the like may be grounds for them to be asked to leave a meeting of their board, and can lead to being removed from their appointment.
- 3) All members of the various boards will act without bias toward any individual or issue. Members should always base their decisions solely on the facts of the case, not personal history with the individual or issue, nor taking into account, age, race, religion, sexual orientation, or other protected domains of the Title VII Civil Rights Act. It is acceptable to recuse oneself if they believe they will be unable to act without prejudice in a matter before their board. Members must also recuse themselves if they have any form of financial stake in a matter before their board, as that too could be interpreted as creating a biased atmosphere. Board or committee members will excuse themselves from voting if there is a conflict of interest, or appearance of one, and/or if they feel they are unable to make a fair and unbiased

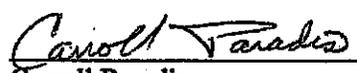
decision. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged.

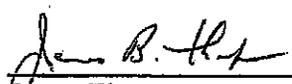
Chair people of the various boards should review this policy no less than annually with their members, and to utilize this policy during meetings if a person's behavior seems to be in violation of 1) lack of civility 2) impairment by drugs or alcohol, or 3) appearance of bias or prejudice in their decision-making. Board and Committee members are to sign a notice annually stating that they have reviewed this policy and will abide by it. Chair people must report all such violations of this policy to the Town Manager.

Witness to All: 
Greg Davis, Town Manager


Gary Kenny, Chairman

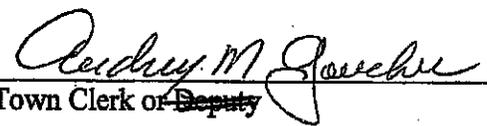

Stephanie Haines, Vice Chairman


Carroll Paradis


James Thompson


David Criss

This is a true and attested copy of a resolve adopted by vote of the Town of Wayne Board of Selectmen at a regular meeting held on May 29, 2007, at 7:00 p.m. at which time five members of the Board of Selectmen were present and voting.

A true copy, attest: 
Town Clerk or Deputy

Members:

Valarie Pomeleau (SB)	Phone: 207-458-2124	e-mail: selectboard.vp@ne.twcbc.com
Thomas Dunham (SB)	Phone: 207-685-4524	e-mail: selectboard.td@ne.twcbc.com
Robin Lint-Town Clerk	Phone: 207-685-4939	e-mail: readfield.clerk@roadrunner.com
Gene Carbona (Resident)	Phone: 917-923-4303	e-mail: gcarbona@gmail.com
Henry Whittemore (Resident)	Phone: 207-685-3258	e-mail: henry.whittemore@gmail.com
Robert Peale (Board Member)	Phone: 207-685-3811	e-mail: robnpeale@hotmail.com
Clifford Buuck (Board Member)	Phone: 207-685-9988	e-mail: clif_buuck@yahoo.com