

TOWN OF READFIELD

**PROCEDURES FOR APPLICATION FOR APPOINTMENT AND RE-
APPOINTMENT/REAPPOINTMENT**

TO BOARDS, COMMITTEES AND COMMISSIONS

Comment [HW1]: These are PROCEDURES; this is NOT a POLICY. In other words, this is what is to be done in forming boards, committees and commissions. It is not a set of POLICIES that is to be used to govern the activities of these groups once they are formed by the SB.

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. The Select Board welcomes all qualified, motivated applicants for volunteer positions.

Comment [HW2]: This mentions appointment only. Should it also consider dismissal?

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-appointment/Reappointments may or may not be asked to attend a Select Board meeting for re-appointment/reappointment with exception noted in Item 6c.
- c) All positions on boards, committees or commissions of the Town of Readfield are made for a term of one-year. Applicants who are appointed after June 1st of any year will serve until the following May 31st, at which date the initial (partial) term shall expire and applicants will need to reapply for an additional, renewal term.
- e)d) All re-appointment/reappointment applicants need to re-apply for their position by May 31st of the expiring year. If not this is not done so, the applicants may lose their position on their chosen board, committee, or commission.
- d)e) All applicants and re-appointment/reappointment applicants shall be provided a copy of this policy/these procedures along with the Appointment Application upon appointment or re-appointment/reappointment.
- e)f) 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 for providing a certificate of completion to the Town Clerk.
- f)g) Appointees must take an oath of office (text attached as Appendix X) 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.

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Comment [HW3]: What is this oath? We should perhaps attach its text as an Appendix to these Procedures.

g)h) 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 appointedive position. Re-considered applications need to follow all steps in this procedure of these Procedures, except they will not be required to 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, as noted in regular minutes of Select Board meetings.
- 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. The Town Manager will then share applications with the Select Board at the next regularly scheduled Select Board meeting.
- 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 (see attached Appendix) 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~~reappointment of a candidate to a board, committee or commission on which the person serves as Chair.

3. Chairs of Boards, Committees, and Commissions Process:

Comment [HW4]: Should we require an advertisement for ALL boards, etc – or should we limit requiring an ad for only those boards for which the oath of office is required?

- 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 vacancy will open on the board, committee or commission 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. Position Descriptions for each board, committee or commission are available from the Town Clerk.
- 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~~ a copy of these Procedures upon appointment as Chair or ~~re-appointment~~ reappointment 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.

Comment [HW5]: We need to review these also. Should we consider these "guidelines" as the Board/ Committee/ Commission "POLICY"?

4.) Advertisement Process:

- a) Advertising shall be accomplished through use of all of the following media: ~~the~~ Town of Readfield website, publishing in the monthly Readfield Messenger and posting at the Town Office and Town of Readfield ~~PEG-Channel 7~~ 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".

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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~~ reappointment 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 from the Select Board to the Town Clerk has been completed and recorded
3. advertising has been completed
4. a recommendation for an appointment or reappointment by the Chair of the board, committee or commission is attached to the original application.

Comment [HW6]: We need to be clear about which notification process we mean here.

- a) The Select Board shall review each application for appointment or ~~re-appointment~~reappointment 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-appointment~~reappointments. 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~~his/ her 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-mandated 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.

Comment [HW7]: This doesn't make sense when coupled with the requirement to act "no later than...."

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 and on

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, COMMITTEES AND COMMISSIONS

CHAIRS DUTIES AND RESPONSIBILITIES:

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 below. In the event that any of the following occurs: (a) the Chair must be absent from a meeting; (b) the Chair has a conflict of interest, as defined by law, with the business being conducted by the Board, Committee or Commission, or; (c) a circumstance arises at the reasonable discretion of the Chair when he/ she feels unable to or that it is inappropriate for him/ her to preside as chair, then a vote of other members present shall determine who will preside over the meeting.

Duties of the Chair:

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

Meetings ~~shall~~may 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~~ ensure efficient use of the Board, Committee or Commission's time while conducting necessary Town business.
- 4. The Chair ~~will~~ should routinely meet with the Town Manager to ensure that they stay current with Town issues.
- 6. The Chair is ~~deemed~~ considered 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~~ Reappointment 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. The Chair is expected to ~~Notifying~~ notify all members of meetings.

15. The Chair is expected to post the schedule and agenda Posting of all meetings with agenda's.

16. Chair is expected to attend the Annual Chairs Meeting.

17. Annually the Chair shall update the Goals and Missions statement. Any revisions shall be submitted to the Select Board for review, considered, possible amendment/ possible adoption.

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.~~