

MARSHFIELD BOARD OF SELECTMEN

APPOINTMENTS POLICY

It is the policy of the Selectmen to see the best-qualified persons to serve on each committee. The Board of Selectmen will endeavor to develop a pool of persons interested in serving on each such committee from:

Committee Applications on file

Letters of Interest on file

Suggestions from the committee having a vacancy

Individual responses to publicity regarding vacancies

It is the policy of the Board of Selectmen to enlarge the general pool of applicants through active solicitation through publicity in the press, the web, and on community access television. The appointing authority, based on its judgment of appropriateness and need, shall determine the timing and extent of specific active solicitations but it shall not be less than two weeks. In order to attract qualified and interested person, vacancies will be made public as far in advance of appointment as practical.

Appointments generally will be made prior to June 30th each year. Whenever possible the Board will seek variety in backgrounds, interests, ages, sex and geographic areas of residents so that a true cross section of the community will be reflected.

The Selectmen's office will:

1. By January 14 each year compile list of the appointment vacancies and positions up for reappointments for that year.
2. Notify the chairman of the appropriate board or committee requesting recommendations regarding reappointment or the filling of vacancies.
3. Notify incumbents and request their statements of interest and availability regarding reappointment.

Term of Office

Unless prescribed by the statute, Town Meeting vote, or specific committee charge, three years shall be the standard term of office.

A partial term to fill a vacancy shall not considered to be a full term.

The terms of office shall be set on a staggered basis in the interest of fostering continuity of knowledge and experience on all committees. The appointing authority shall determine the year in which a given term expires at the time of appointment.

Exception: Ad hoc committees, appointed for a specific responsibility, at which time the charge to the committee should include a specific time frame for submission of the committee's final report and dissolution of the committee.

Criteria for Selection

Appointments and reappointments shall be made by the Board of Selectmen on the basis of:

- Level of applicant's interest in serving and interest in the work of the committee:
- The need for diversity on the committee, taking into account the educational and professional background of the applicant, as well as the need for diversity among all committee members.
- Special skill needed by a particular committee.
- Avoidance of a conflict of interest and the appearance of conflicts of interest.
- Residency

All committee members must be residents of the Town of Marshfield.

- Attendance:

The Committee Chair will be responsible for attendance records. Before reappointment to a second term, the committee chairperson shall review the individual contribution of the member's value to the committee and his/her attendance record. Attendance of less the 75% of all committee meetings shall prejudice reappointment, unless excused by factors such as illness or family emergency.

- The Selectmen may meet with potential new appointees and incumbents interested in reappointment at an open meeting before making a final decision on the appointment.

Role of Committee in Appointments

Each committee or board is expected to:

- Encourage interested individuals to apply.
- Suggest to the Board of Selectmen qualifications for candidates that would lead toward diversity and comprehensive representation of the committee as a whole.
- 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.

If a committee chooses to make a recommendation for an appointment, a recommendation letter should be sent to the board of Selectmen as soon as possible, but no later than 30 days after receipt of the letter of interest.

Application Procedures

A person interested in serving on a board should fill out a Committee Application and may send a letter of interest and a resume to the Board of Selectmen at any time. The information will then be forwarded to the committee chairperson who shall distribute it to the committee for consideration.

Selection Procedures

The individual members and the committee chairperson shall notify the appointing authority in writing as soon as a vacancy occurs.

The vacancy will be announced at the next meeting of the Board of Selectmen and a notice will be prepared for release to the press and for public posting.

No action will be taken on a vacancy for at least two weeks after the announcement of the vacancy.

Except in unusual circumstances, decisions on appointments shall be made within two months of the announcements of a vacancy, provided there are applicants for the opening.

Training

Also upon appointment, each committee member shall receive from the Town Administrator's office, an informational packet referred to as the "Committee Handbook" which shall include: A copy of the committee charge or relevant administrative code, copies of the Open Meeting, Public Records, and Conflict of Interest laws.

It shall be the responsibility of the committee chair to provide for the orientation of new members to familiarize the individuals with the work of the committee, current projects, and town government operations in general as they may impact the committee's work.

Each committee member may be required to participate in organizational training provided by the Board of Selectmen.

EFFECTIVE DATE:

This Policy was adopted by the Board of Selectmen on October 27, 2008 and shall become effective January 1, 2009.