



TOWN OF MENDON

BOARD OF SELECTMEN

TOWN BOARDS AND COMMITTEES APPOINTMENTS POLICY AND PROCEDURES

Purpose

The purpose of this policy is to set forth the guidelines to be followed when assisting the Board of Selectmen to select and appoint citizen volunteers to the various Boards and Committees for which the Board is the appointing authority. The Board wishes to encourage and broaden participation in Town government with qualified, interested, and motivated residents.

Applicability

This policy applies to all appointments for which the Board of Selectmen is the appointing authority.

Policy

Appointing Process

- When a vacancy or reappointment occurs on a Board or Commission, the board or commission will notify the Board of Selectmen and the Town Clerk. The Board of Selectmen may solicit for candidates via print news, email, website, social media, or word of mouth.
- All vacancies will have an advertisement period of not less than 45 days to allow time for other interested parties time to submit letters of interest. The Selectman reserve the right to extend the advertisement period at their discretion. Candidates for reappointment must also submit letters of interest.
- When a letter of interest is received by any party, the letter will be immediately forwarded to the office of the Board of Selectman.
- It is desired, but not mandatory, for a Board or Committee to interview all declared candidates for a vacancy and provide to the Board of Selectman their recommendation as to the best candidate to fill the position.
- It should be expected that the Board of Selectmen will interview all declared candidates before making their decision.
- The Board of Selectmen will place the possible appointment of candidate(s) on the next available Board of Selectmen's meeting agenda after the expiration of the advertisement period. The candidate for consideration must be in attendance for initial appointment unless otherwise requested by the Board of Selectmen. The Chairperson of the board or commission being discussed and its members, will be

invited to attend that meeting to provide input. Attendance of the board or committee is not required, but highly encouraged, for the appointment to be considered.

- The Board of Selectman vote on the appointment(s) and selection criterial will include, but not be limited to, the following:
 - Applicable work-related or life experience level
 - Previous municipal experience
 - Motivation level and energy
 - Why they want to serve
 - How new the candidate is to serving in Mendon
 - Ability to communicate
 - Ability to invest the required time to serve
 - Recommendation by the Board or Committee

- Applicants not chosen for the vacant position will be sent a letter thanking them for their interest.


Vacancy Notification

- The Chairman of a Town Body shall notify, in writing (email correspondence is acceptable), the Board of Selectmen of any vacancy. Vacancies should be reported to the Board of Selectmen as soon as they occur.


Resignations

- All resignations must be in writing and submitted, or forwarded, to the Town Clerk who will notify the applicable interested town entities and the Board of Selectman.

- Resignation letters will be placed on the next upcoming Board of Selectmen's meeting agenda for a formal vote to accept the member's resignation.


Mark W. Reil Jr., Chairman


Christopher Burke, Selectman


Richard W. Schofield Jr., Selectman

Adopted: 11/20/2017
Revised: 6/4/2018