



## SELECT BOARD APPOINTMENT TO BOARDS, COMMITTEES, COMMISSIONS

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| Applies to:                        | Boards, Committees, Commissions appointed by the Select Board |
| Select Board Original Adoption:    | 07.10.2023  |
| Amended on:                        | --  |
| Last Reviewed by the Select Board: | --  |

### **1.0 Policy Statement**

The Select Board appoints the majority of the Town's Committees; state statutes outline the powers and duties of many Committees; mission statements and Committee charges adopted by the Select Board further define the Committees' work. This policy focuses primarily on Select Board appointments, and joint appointments by the Select Board and another elected Board to a vacancy.

### **2.0 Reason for the Policy**

This policy shall provide guidance and consistency for interested parties, vacancies, and Boards, Committees, and Commissions for how vacancies in volunteer positions will be advertised, applied for, and appointed.

### **3.0 Scope of Policy**

This policy shall cover the notice of volunteer committee positions, vacancies, advertisement process and procedure, appointments, and re-appointments.

### **4.0 Who does this policy apply to?**

This policy shall cover all committee appointments that are under the jurisdiction of the Select Board and all joint appointments with other elected bodies when a vacancy between elections shall arise.

### **5.0 Who is responsible for enforcing this policy?**

The Select Board is responsible for enforcing this policy.

### **6.0 Definitions**

Committee: shall include all committees, boards, and commissions alike where the Select Board is the appointing authority.

Joint appointments: shall mean any joint vote that is required of both the Select Board and another elected body to fill a vacancy that resulted in a failure to elect after a Town Election or as a result of a vacancy. These appointments, under law, will only hold until

the next annual election.

## **7.0 Policy**

**7.1 Notice of Vacancy.** The Town Administrator shall be notified of all vacancies as soon as they are official.

**7.2 Acceptance of Resignation/Vacancy.**

**7.2.1** The Select Board may officially vote to accept the resignation at any time prior to the appointment of a person to fill the vacancy. This step is only a formality and shall not impact the following steps in this process.

**7.3 Publication of Vacancy.**

**7.3.1 **When.**** Once notice of said vacancy is received by the Town Administrator, they shall create an advertisement for such position within five business days.

**7.3.2 **What.**** The notice shall, at a minimum, include: a brief description of the Committee; composition of the Committee; if residency and/or voter status required; identification of appointing authority; expected time commitment for position; and date of requested deadline for Volunteer Applications.

**7.3.3 **Where.**** The notice shall be posted at Town Hall, on the Town's Website, and on any other relevant social media platform or professional page as may be deemed helpful.

**7.3.4 **Length of Time.**** The vacancy shall be posted for a minimum of ten business days.

**7.4 How to Apply.**

**7.4.1 **Application.**** To apply for a vacancy, any interested party, shall complete a volunteer application.

**7.4.2 **Submission.**** Applications shall be returned to [volunteer@townofpaxton.net](mailto:volunteer@townofpaxton.net) or in person to: Select Board Office, 697 Pleasant Street, Paxton, MA 01612.

**7.4.3 **Redaction.**** The Town Administrator, or their designee, shall cause all personal contact information to be redacted from the public volunteer application.

**7.4.4 **Dissemination.**** Once the deadline has occurred, the Town Administrator shall send all redacted applications to the Chair of the Committee with a vacancy.

**7.4.5 **Review.**** The Select Board shall receive all applications for an open vacancy at their next meeting on/following the deadline for that Committee's vacancy.

**7.4.6 **Interview before the Board.**** The Select Board Chair shall decide on whether it is appropriate to have the candidate(s) for a particular vacancy present before the Select Board at an open meeting. If deemed

necessary, the candidate(s) shall be given at least 2 business day's notice.

**7.4.7 Appointment.** The Select Board shall vote to appoint a candidate to a vacancy including the following in their vote(s): the candidate's name, Committee appointed to, and expiration date of the appointment.

**7.4.8 Unappointed Candidates.** The applications of volunteers who are not selected to fill a vacancy, or those who request to fill an unopen spot, will be kept on file at the Select Board's Office for two fiscal years.

**7.5 Appointed Member.**

**7.5.1 Notice of Appointment.** Within two business days of the Select Board appointment, the Executive Assistant shall notify the candidate, the Town Clerk, and the Chair of the Committee of said appointment.

**7.5.2 Conflict of Interest MGL Ch 268A.** As an appointed Committee member, a volunteer is considered a Municipal Employee and required to read a summary of the Conflict of Interest and take the online Conflict of Interest training within two weeks of appointment.

**7.5.3 Open Meeting Law, MGL Ch 30A §§18-25.** A Committee member is required to read the Open Meeting Law Guide within 30 days of appointment.

**7.5.4 Swearing in by the Town Clerk.** Within two weeks of appointment, the Committee Member is required to be sworn in by the Town Clerk's Office.

**8.0 Attachments**

**8.1 Volunteer Application.** To be completed and signed by interested volunteers for all Committee Vacancies.