

SELECT BOARD POLICY ONE

Town Board and Committee Appointment Criteria and Procedure

Individuals serving in a volunteer capacity on Town committees, boards, commissions, or special task forces play a vital role in the effective functioning of the Town and welfare of Town residents. People invited to serve should

- be people of competence and good will, with sound and objective judgment;
- be sensitive to the long-term as well as immediate impact of decisions and recommendations;
- be willing and able to devote the time and energy necessary to fulfill their obligations; and
- be willing to engage in respectful dialogue and collaborative decision-making.

The Board should make an effort to seek out and recruit interested and qualified individuals from a diversity of backgrounds and from under-represented groups, consistent with the Town's statement on human rights. A member who has served consecutively for the three full terms shall not be reappointed to the same committee until after a lapse of at least one year, provided that the Board may vote to waive this requirement where no other qualified candidate is available.

Individuals appointed to boards and committees are expected to work through the Town Manager or his or her designee when requesting information from Town staff. All members of boards and committees shall comply with the Massachusetts Open Meeting Law, including with respect to use of email.

Appointment Procedure

The Select Board will direct town staff to notify individuals whose terms are set to expire at least six (6) months in advance of the term expiration date. Copies of the notification shall be sent to the chair of the relevant committee or board, and to all members of the Select Board. The Select Board will direct town staff to publicly post all board and committee openings well in advance.