

CHELSEA APPOINTMENT POLICY

This applies to: Board of Appeals, Board of Assessment Review, Planning Board when an unexpired vacancy exists and needs to be filled. Also applies to: Budget Committee, Road Committee, Cemetery Maintenance Committee, Comprehensive Planning Committee, Solid Waste Committee, and any other ad hoc committees.

Members of all standing boards/committees will be listed with the expiration dates of their terms of office on the town website and in the Town Report.

1. All incumbent volunteer board and committee members up for reappointment will be contacted by the Town Manager at least 30 days prior to the end of their terms and asked if they seek reappointment.
2. If they are seeking reappointment they are not required to complete an application or attend the meeting of the Board of Selectmen at which they may be reappointed.
3. The Town Manager, via the town website and posted notice, will notify the public of volunteer positions that are due for reappointment and encourage new applicants to apply for term-expired positions and unfilled remaining terms.
4. New applicants who have never held a position on a town board/committee will be required to complete an application for appointment.
5. New applicants will be advised of the time commitments, meeting schedule, and other duties/responsibilities of the position for which they are applying at the time the position is posted.
[Note: This description will be provided by current members of the appropriate board/committee. Applicants are encouraged to attend at least one regular meeting of the board/committee for which they are volunteering whenever that is feasible.]
6. The Town Manager and Board of Selectmen will review a list of **all** applicants [and applications as appropriate] for volunteer positions before appointments or reappointments are made. The Board of Selectmen will be notified of all incumbent volunteers whose terms are expiring at the same time the volunteers are notified.
7. If after advertising the openings, there is a pool of candidates larger than the number of positions available, the Town Manager will evaluate the past performance of applicants who have previously served and the written applications of new applicants before making recommendations for appointments to the Board of Selectmen.
8. The Board of Selectmen will make the final confirmation of volunteer appointments. An effort will be made to ensure a balanced and diverse representation of viewpoints and perspectives on boards and committees. The selectmen will assure that boards/committees for which a working knowledge of the past practices and reasoning of that board/committee is critical to its effective functioning maintain a majority number of volunteers [or elected members] who possess that knowledge based on their experience on that board/committee. [In the event that a **majority** of the positions on a board/committee are simultaneously vacated, inexperienced volunteers may be chosen to fill those positions.]

Adopted July 13, 2011 by the Board of Selectmen:

Linda Leotsakos

Michael Pushard

Benjamin Smith