

Town of Mashpee Select Board

Policy 001

Appointment Policy for Boards, Commissions, Committees and Councils (Appointed by Select Board)

I. POLICY

It is the policy of Mashpee Select Board to seek and select qualified and competently fit people to serve on volunteer Boards, Commissions, Committees, or Councils which provide for greater citizen input and enhanced public participation in Mashpee's Town government. Toward that end, the Select Board will properly evaluate and select the best qualified applicants to serve on these part-time Boards, Commissions, Committees and Councils. This policy applies to all Boards, Commissions, Committees, Councils, etc. that are appointed by the Select Board (Board of Health, Board of Assessors, Board of Appeals, Board of Registrars, Conservation Commission, Waterways Commission, Shellfish Commission, Plan Review Committee, Council on Aging and other multiple member bodies).

II. PROCEDURES FOR SOLICITATION OF POTENTIAL APPOINTEES

A. Applicant Pool

The Office of the Town Manager will maintain a roster of all Boards, Commissions, Committees, and Councils and an interested applicant pool for each of these.

Any person who wishes to serve on any Board, Commission, Committee or Council, shall submit a letter of interest and resume to the Select Board. The letter and resume will be kept on file until review or appointment. If the applicant is not selected or if no vacancy exists, the list of candidates may be purged after one (1) year.

B. Notification of Vacancy

A public notice shall be published twice annually (generally in January and July) or on an as needed basis in a newspaper of general circulation, on the Town Hall notice board and on the Town's website, listing all Board, Commission, Committee and Council vacancies and/or reappointments for the ensuing fiscal year.

C. Notification of Termination

A member of any Board, Commission, Committee, or Council who decides to terminate their services shall, at the earliest opportunity, submit a letter of resignation to the Select Board. Members not desiring reappointment should submit their letter of resignation to the Select Board by May 1st of their reappointment year.

Should a vacancy occur less than three (3) months before expiration of the term, no action will be taken by the Select Board to appoint an interim member, unless the Board, Commission, Committee, or Council Chairperson advises the Select Board that such a delay would result in the inability to conduct Town business.

III. PROCEDURES FOR EVALUATION OF APPLICANTS

A. Screening

The Town Manager or his/her designee shall forward the interested applicant pool and refer all applicants to the appropriate Board, Commission, Committee or Council Chairperson.

The Board, Commission, Committee, or Council on which the vacancy exists should interview all applicants unless it is totally impractical. It is the responsibility of the Board, Commission, Committee, or Council Chairperson to coordinate the scheduling of each interview and to notify the Select Board liaison as to the time and location of each interview. The Select Board's liaison to the Board, Commission, Committee, or Council in which the vacancy exists shall be afforded the opportunity to participate in the interview process. All provisions of the Open Meeting Law shall be adhered to.

B. Initial Interview Process

The Chair of the Board, Commission, Committee, or Council conducting the interview should review questions in advance with the Town Manager or his/her designee if a legal basis for such question is in doubt. When necessary, the Town Manager or his/her designee shall consult with Town Counsel.

As the interview proceeds, each member will prepare his/her individual evaluation of the candidate(s) on the standardized form (Appendix 1) and, at the conclusion of the interview, will provide his/her recommendation to the Board, Commission, Committee or Council Chairperson. Candidates shall be judged on a merit-based principle, and recommendations shall be made based on a consistent evaluation method that considers the candidate's qualifications and suitability.

C. Recommendation

The Board, Commission, Committee, or Council Chairperson will provide a summary of the interview process using the evaluation form included in this policy along with its recommendations(s) to the Select Board. Such recommendations must always be in the best interests of the Town and consistent with the provisions of this policy.

All evaluation forms will be forwarded to the Select Board for review.

D. Select Board Interview

After review of any candidate(s) recommended for appointment to a Board, Commission, Committee or Council, said candidate(s) shall appear before the Select Board for a final interview at a regular scheduled meeting.

E. Reappointments and Preferences

Reappointments do not require interviews by the Select Board. If an associate member to a board, commission, committee or council applies for a full status on the said board, commission, committee or council, and the said applicant is in good standing and has reasonable attendance, the associate member may receive preference by the Select Board. Attendance will be judged based on a member attending 75% of meetings, measured quarterly and associate members must attend half on an annual basis.

The Select Board may consider an incumbent's attendance and ability to perform their roles and responsibilities within their official duties and obligations prior to making any reappointment.

F. Appointment Notice

Upon appointment or reappointment to a Board, Commission, Committee or Council, the appointee and the relevant Chairperson shall be issued a notice of appointment/reappointment stating the term of said appointment. The Town Clerk shall keep records of all appointments and provide copies to the relevant Chairperson and Town Manager's Office.

All appointees must subscribe to the oath of office for the position to which they are being appointed. This should be completed prior to any Board, Commission, Committee, or Council member actively participating in any deliberations.

G. Appointment of Town Employees who are designated members of certain Boards, Commissions, Committees and Councils.

Because certain employees hold membership on Boards, Commissions, Committees and Councils by virtue of their employment, and because said terms are designed as part of the regular membership of these Boards, Commissions, Committees and Councils, the said employees will hold open-ended continuous membership on such Boards, Commissions, Committees and Councils, until such time as they no longer hold the relevant and employed position. All appointments shall be in accordance with the Mashpee Town Charter and Bylaws.

However, due to the responsibilities of the Town Manager as the Chief Administrative Officer, the Chief Procurement Officer, and coordinating communication with various agencies, boards, commissions, committees, or councils, the Town Manager or any member of the Manager's direct staff within said office will be not be considered for appointment to any board, commission, committee, or council appointed by the Select Board.

This disqualification shall not apply to any membership which is authorized by the Town Charter or a Town Bylaw (Capital Improvement Committee; Plan Review) or in any ex-officio capacity as a non-voting member or in an advisory role. It shall apply to all standing Boards, Committees, Commissions and Councils, except for external representations by virtue of specific functions.

***Adopted by the
Mashpee Select Board
February, 1990
Amended February 28, 2005
Amended July 10, 2006
Amended July 23, 2018
Amended August 6, 2018
Amended August 7, 2023***

Pages: 4

PRELIMINARY EVALUATION FORM

Candidate: _____

Board/Committee/Commission/Council: _____

Interview Date: _____ Evaluator: _____

Did the candidate appear available for scheduled meetings? YES [] NO []

Did the candidate appear knowledgeable on role/responsibilities? YES [] NO []

Did the candidate appear competent and qualified to serve? YES [] NO []

Comments/Observations:

On 1-5 scale (5 the strongest and 1 the weakest) my rating of this candidate is: _____

I attest that this evaluation is true and accurate to my knowledge and belief after impartially evaluating the candidate's performance in the initial interview.

Signature