

**Town of Mashpee Board of Selectmen  
Policy 045**

**Appointment Policy for Boards, Commissions, Committees and Councils  
(Appointed by Board of Selectmen)**

**I. POLICY**

It is the policy of Mashpee Board of Selectmen 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 Board of Selectmen will properly evaluate and select the best qualified applicants to serve on these part-time Boards, Commissions, Committees or Councils. This policy applies to all Boards, Commissions, Committees, Councils, etc. that are appointed by the Board of Selectmen (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 for the Town. In addition, there will be an interested applicant pool which will also be maintained by the Town Manager's Office.

Any person who wishes to serve on any Board, Commission, Committee or Council, shall submit a letter of interest and resume to the Board of Selectmen. The letter and resume will be kept on file upon 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 periodically 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. The Town Manager or his/her designee shall be responsible for advertising such vacancies and request interested citizens to contact Town Hall.

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 Board of Selectmen. Members not desiring reappointment should submit their letter of resignation to the Board of Selectmen by May 1<sup>st</sup> of their reappointment year.

Should a vacancy occurs less than three (3) months before expiration of the term, no action will be taken by the Board of Selectmen to appoint an interim member, unless the Board, Commission, Committee, or Council Chairperson advises the Board of Selectmen 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 review the interested applicant pool and refer all applicants to the appropriate Board, Commission, Committee or Council Chairperson. The Board of Selectmen will be provided with copies of all application materials.

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 Board of Selectmen as to the time and location of each interview. It is strongly recommended that the Selectmen's liaison to the Board, Commission, Committee, or Council in which the vacancy exists have 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) 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. Suitable ratings are as follows:

- Strongly Recommended
- Recommended
- Recommended with Hesitation
- Not Recommended.

#### **C. Recommendation**

The Board, Commission, Committee, or Council Chairperson will provide a summary of the interview process along with its recommendations(s) to the Board of Selectmen. The Chairperson should provide a minimum of two (2) and a maximum of three (3) candidates for review by the Board of Selectmen, unless the minimum number of candidates does not exist. Such

recommendations must always be in the best interests of the Town and consistent with the provisions of this policy.

D. Selectmen Interview

After review of any candidate(s) recommended for appointment to a Board, Commission, Committee or Council, said candidate(s) shall appear before the Board of Selectmen for a final interview at a regular scheduled meeting. Reappointments may not result in interviews by the Board of Selectmen and, if one of the applicants is the incumbent seeking reappointment, recognition of their past performance is desired. When there is more than one vacancy to be filled, motions to appoint within a Board, Commission, Committee, or Council shall be made individually for each vacancy.

E. 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.

**IV. 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.

*Adopted by the  
Mashpee Board of Selectmen  
February 28, 2005  
Amended July 10, 2006  
Amended July 23, 2018*

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