



Board of Selectmen Policy

COMMITTEE VACANCY APPOINTMENT POLICY

14-01

I. PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure in which vacancies on all Committees appointed by the Board of Selectmen and Town Manager are advertised and filled.

II. POLICY

1. When a vacancy occurs on a Committee, the Chair shall notify the Board of Selectmen / Town Manager's Office and Town Clerk of that vacancy.
2. The Board of Selectmen / Town Manager's Office shall advertise the vacancy, along with a description of the Committee's duties as outlined in the Committee's Charge, for a period of 3 weeks. A notice of the vacancy shall be posted on the Town of Groton's website, and distributed to all local media outlets.
3. Applicants shall submit a Committee Interest Form to the Board of Selectmen / Town Manager's Office which upon receipt will be forwarded to the Committee for review. A recommendation shall be made to the Board of Selectmen / Town Manager's Office by the Committee within 3 weeks of the application deadline. The applications of all candidates to vacancies shall be treated equally during the recommendation process.
4. Appointment Process
 - a. Board of Selectmen Appointed Committee

Once a recommendation has been made to the Board of Selectmen, the Board may choose to take the recommendation of the Committee and vote to make the appointment at a public meeting of the Board, or choose to interview the candidates themselves. All interviews will be done at an open meeting of the Board of Selectmen at which time a vote will also be taken.
 - b. Town Manager Appointed Committee

Once a recommendation has been made to the Town Manager, the Town Manager may choose to take the recommendation of the Committee and request that the Board of Selectmen ratify the appointment or choose to interview the candidates himself/herself. If the Town Manager does not take the recommendation of the Committee, he/she shall notify the Committee Chairman that he has decided to appoint another candidate. Ratification of the appointment shall be done in an open meeting of the Board of Selectmen.

5. Annual Reappointments

- a. In May of each year, the Town Manager's Office shall notify all employees and committee members that their term is expiring and ask them whether or not they would like to be reappointed. Vacancies caused by a member asking not to be reappointed shall be filled as outlined under Items 1, 2, 3 and 4 of this policy.
- b. Members wishing to be reappointed shall be brought forward to the Board of Selectmen for reappointment or ratification of the Town Manager's Appointment. Members of the Board who do wish to not reappoint any individual on the list, shall notify the Town Manager to remove said name from the list for separate consideration. Said individual shall be contacted directly by the Board member objecting to said reappointment. Should the individual wish to continue to be considered for reappointment the matter shall be discussed in open meeting as a stand alone appointment during the overall reappointment considerations.

ADOPTED BY THE GROTON BOARD OF SELECTMEN: