

# **TOWN BOARDS AND COMMITTEES POLICY**

01-09

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## **I. PURPOSE AND SCOPE**

In accordance with the Charter Section 3-2d the Board of Selectmen and the Town Manager annually make appointments and reappointments to the various town boards, committees, commissions, and citizen volunteers normally during the month of June.

## **II. POLICY**

### **INTERVIEWS**

- I. The Board believes it is important that citizen volunteers who serve on regulatory boards, committees and commissions such as Zoning Board of Appeals, Personnel Board, Conservation Commission, Finance Committee, Community Preservation Committee and the Board of Registrars meet with selectmen prior to being appointed.
- II. The Board will receive a report and or recommendation from boards, committees, or commission, regarding the reappointment of the individual.
- III. The Board/Committee shall not appoint one member as chairman for two consecutive years or more.

### **ATTENDANCE**

- I. In order for the workload to be evenly distributed between committee members, the Selectmen have asked that every member attend a minimum of 75% of the required meetings.
- II. If a member has other commitments and is unable to attend at least this percentage of the meetings, we ask that he/she resign in order to reappoint another volunteer to carry the workload out of fairness to the other committee members.
- III. Should a committee member's attendance be less than 75% and the member neglects or declines to resign, the committee chair shall write a letter to the non-attending member reminding him/her of this policy and their responsibility to improve their attendance or provide a written resignation to the Town Clerk and the committee chairperson.
- IV. A copy of the resignation letter shall be sent to the Board of Selectmen.
- V. If the non-attending member neither submits a letter of resignation nor improves his/her attendance within sixty (60) days from the date of notification, the Selectmen will consider the lack of response as a de facto resignation and appoint a new member with advice from the committee.

### **CONFLICT OF INTEREST**

- I. Public servants to the Town are expected to operate in an ethical manner. Members of town government are required by state statute to acknowledge receipt of a summary of the Massachusetts Conflict of Interest law (M.G.L. Ch 268A) and complete the Conflict of Interest Training developed by the Massachusetts State Ethics Commission.
- II. New members must complete the training within thirty (30) days of appointment.
- III. If the Conflict of Interest requirements are not completed, a letter will be sent from the designated town ethics liaison indicating noncompliance.
- IV. If the noncompliance letter goes unanswered for thirty (30) days, the Selectmen will consider the lack of response as a de facto resignation and appoint a new member with advice from the committee.
- V. The Board of Selectmen and Town Manager reserve the right to not reappoint members who are not in compliance with the Massachusetts Conflict of Interest statute requirements.

**OPEN MEETING LAW**

- I. Public servants to the Town are expected to be familiar with the Open Meeting Law and attend any and all trainings and seminars scheduled by the Town.