

**POLICY STATEMENT
BOARD OF SELECTMEN**

Title: Board of Selectmen Appointments to Non-Elected Boards, Committees, Commissions, and Ad Hoc Committees

Policy Number: 28

Adoption Date: March 23, 2021

Revision Date: June 28, 2022

Purpose: To set a standard policy on Board of Selectmen appointments to non-elected boards, committees, commissions and ad hoc committees

Policy:

Board of Selectmen (the “Board”) Appointments to Non-Elected Boards, Committees, Commissions and Ad Hoc Committees (“Board Appointed Positions”).

1. This policy sets forth the guidelines for the Board’s appointments of town residents to Board Appointed Positions.
2. The Board is committed to involving the broadest participation of qualified town residents through its appointments to Board Appointed Positions. Whenever possible, the Board will seek variety in backgrounds, interests, length of residence and geographic areas of residents, to reflect a true cross section of the community in the composition of Board Appointed Positions.
 - A. Appointments shall be based solely on merit.
 - B. In order to attract qualified and interested persons to Board Appointed Positions, all vacancies, including those resulting from an expiring term, will be advertised in accordance with this policy.
3. The Board shall advertise all Board Appointed Positions approximately six to eight weeks before the expiration date of the term(s) of such Board Appointed Positions. The Board seeks to encourage broad resident participation by communicating opportunities to serve through advertising on the town website, social media and print media, to the broadest extent possible. The advertisement will include a statement to the effect that a vacancy may or may not be available for some or all of the advertised Board Appointed Positions.
4. In the case of a member who has been serving in an expiring Board Appointed Position, a notice will be sent to the member approximately six to eight weeks before the expiration date of the term. The member will be asked to respond to the Board via letter or email within two (2) weeks of the date of such notice, indicating whether the member is interested in being reappointed. In the event that the member does not respond within the time period described above and is still interested in reappointment, the Board may request that such member

reapply for appointment. The Board, at its discretion, may or may not elect to reappoint any member of a Board Appointed Position whose term is expiring.

5. Individual town residents seeking appointment to any Board Appointed Position are requested to send a letter of interest and resume to the Board's office within the timeframe advertised for such position.
6. Individual town residents who respond to such advertisement and who are not appointed to such position will be notified that they may be considered by the Board, at its discretion, for appointment to a current or future vacancy on any Board Appointed Position.
7. The Board encourages the Town Manager and other town officials who make appointments to boards, committees, commissions and Ad Hoc committees to follow the guidelines set forth in this policy when making any such appointments

Standing Committees

1. The Board appoints various non-elected boards, committees, commissions and Ad Hoc committees as provided by state statutes, the Town Manager Act, as amended and adopted by the Town of Shrewsbury, and Town Bylaws.
2. The Board shall not appoint any resident, nor shall any resident accept an appointment, to serve simultaneously on more than one municipal board, committee and commission. The foregoing limitation includes elected individuals who may not otherwise be prohibited from serving on multiple municipal boards, commissions and/or commissions by statute, Town Bylaws or otherwise. The Board may waive the provisions of this paragraph by a vote approved by at least 75% of the Board members present.

Notwithstanding the foregoing, town residents who have been elected to a committee, appointed by another Board or committee, or who serve by operation of statute, bylaw or other rule, may be appointed by the Board to an Ad Hoc committee.

3. Individuals who are currently, as of the initial adoption date, serve on multiple boards, committees, and commissions as referenced under *Standing Committees, Item 2* above, may continue serving until the end of the term of such boards, committees, and commissions, as the case may be. Individuals will be given the opportunity to communicate which one of the multiple boards, committees, and commissions of which they are a member that they desire to continue to serve.
 - a. The Board will make a decision on such a request and may or may not vote to approve the request.

Ad Hoc Committees

1. The Board may appoint standing or Ad Hoc advisory committees to aid on matters under the Board's jurisdiction. The use of such Ad Hoc advisory committees is expected to provide greater expertise and more widespread citizen participation in the operation of government.
2. It is the policy of the Board to appoint qualified citizens representing all sections of the town to such Ad Hoc advisory committees.
 - a. Membership on Ad Hoc committees in addition to the committees referenced in Standing Committees Item 1 is allowed when the nature of the business of the said committee would benefit from the knowledge and input of said members.
3. Charges to Ad Hoc advisory committees will be in writing and shall include the work to be undertaken, the time in which it is to be accomplished and the procedures for reporting to the Board. Each committee must report in writing at least annually to the Board. The Board will discharge committees upon the completion of their work.
4. The charges and membership of standing advisory committees will be reviewed periodically (at least annually) to assess the necessity and desirability of continuing the committee.

Effective Date

1. This policy, as amended, shall be effective as of the last revision date set forth above.