



Town of Dennis
Select Board
Policy Statement and Procedures for Appointments
to Committees, Commissions, Boards

Select Board Approved	December 12, 2006
Select Board Revised	January 8, 2013 & December 19, 2017
#SB	Select Board Policy

BASIC GOAL

To encourage active citizen participation and involvement in local government affairs by establishing, maintaining or improving relationships with Town boards, committees and commissions with the purpose of receiving advice and tapping the resources of citizen experience, expertise and energy.

POLICIES IN SUPPORT OF THE BASIC GOAL

- A. The Town will maintain a recruiting system, known as the Volunteer Talent Bank (Talent Bank), to find and appoint interested registered voters, taxpayers and individuals who are best qualified by education, training and experience to contribute effectively to the work of the committee, commission or board. To the extent practical, the Board of Selectmen (Selectmen) shall announce their intention to interview candidates for appointment no less than two weeks in advance of such interviews.
- B. When appropriate, the Selectmen shall provide a charge to define the responsibility, accountability, direction and purpose of the committee, commission or board, a designation under the Committee Classification System, and the length of terms for each of its members. The Selectmen may, at their discretion, modify or revise a charge.
- C. In order to provide continuity of direction between various Town agencies, communication shall be encouraged through Selectmen and/or staff liaisons. An annual meeting with the Selectmen (Board or Selectmen) may be held to review the charge, goals and progress of the committee, commission or board.
- D. Committee Classification System:
 1. ***Permanent-Statutory.*** This category shall include those Town committees, commissions or boards, either elected or appointed, which have a statutory authority and responsibilities identify by any general or special state laws or Town of Dennis by-law.

- a. A Selectman shall be appointed as liaison to serve as a facilitator of communication. The liaison will not act on behalf of the Board.
 - b. When an announcement is made by the Board regarding any vacancies, the Selectmen may, at their discretion, request that applicants file a resume or candidate information form in addition to filing a Talent Bank Card. Following an interview conducted by the Selectmen, a candidate shall be selected in accordance with the procedures set forth in Section E.
2. ***Permanent-Advisory to General Policy and/or Specific Operations, Historic Committees and Memorial Funds.*** This shall include Selectmen-appointed committees, commission or boards established: to advise on the administration of policies and procedures directly related to a Town department, to preserve the historic character or assets of the town either general or specific in nature, or to act as trustees over memorial or scholarship funds.
- a. A Selectman, the Town Administrator or his designee, or a designated member of staff may be appointed as liaison.
 - b. The Selectmen shall make their appointment in accordance with Section E.
3. ***Temporary-Advisory to General Policy.*** These committees may be established for a specific purpose with a stated deadline for completion of their charge, which may include but are not limited to, Property Use Committees, Building Committees, Employee Search Committees, etc.
- a. A Selectman, the Town Administrator or his designee, or a designated member of staff may be appointed as liaison.
 - b. A determination of the recruitment and appointment process will be made at the discretion of the Selectmen.
 - c. The committee, commission or board shall be dissolved as stated in the charge or at the discretion of the Selectmen.
4. ***Intergovernmental.*** This category may include the creation of, or an appointment to, any interlocal, county, state or federal committee, commission or board in which the Town participates.
- a. A determination of the recruitment and appointment process will be made at the discretion the Selectmen.

E. Recommended Voting Procedures:

1. Immediately following an interview of candidates for appointment, the Selectmen may appoint, by majority vote, a candidate to fill any vacancy.

2. Or, the Selectmen, at their discretion, may elect to use the following nominating and voting procedure.
 - a. Immediately following an interview of candidates for appointment, the Chairman shall call for nominations from the Board.
 - b. The nominations must be seconded.
 - c. A motion shall be made to close the nominations and it must be seconded and voted.
 - d. The Chairman shall then call for a vote on each nominated candidate and record the count.

- F. The Board of Selectmen may appoint a candidate to any Commission, Committee or Board even if the candidate is not present for a public interview provided the following conditions are met:
 1. That the candidate is unavailable for an interview during regular or special meetings of the Board as a result in scheduling conflicts, illness or there is an urgent need to fill a vacancy in order to have a requisite number of committee members attend and vote.
 2. The candidate is the only applicant for the vacancy.
 3. That at least four of five selectmen are present to consider an appointment a candidate not in attendance. The Board and will first vote to invoke this Section and state the reason for needing an exception to Section "E". That the candidate has served on at least one other committee, commission or board in the Town of Dennis for at least one year and was considered to be a member in good standing (ex: good attendance, participation) for the length of time served on the committee. That the Selectmen then vote to appoint the candidate to fill the vacancy. The vote must be unanimous.

- G. Administration of the Volunteer Talent Bank
The Town Administrator, or her/his designee, shall be responsible for the Talent Bank data and all administrative materials, records and processes as identified under Appendix B.

- H. Reappointment Process: Committee, commission or board members wishing to be reappointed must inform the Town Administrator, in writing and on a form prescribed by him/her, of their desire to continue to serve by December 15.
 1. The Selectmen shall endeavor to schedule their meeting concerning reappointments no later than February 15 to provide sufficient time to act on any vacancies that may arise. Two weeks prior to the Selectmen's meeting concerning reappointments, the Selectmen shall post and publish a list of the committee, commission or board members seeking reappointment.
 2. The committee chair shall provide attendance records of all members and any pertinent information regarding individuals seeking reappointment by December 31. Said record shall be provided to the Selectmen on or before the "post and publish" date as noted in Section G1 above. The Selectmen shall consider the appointee's attendance record, level of participation, contributions to the committee and their ability to collaborate and work well with others.
 3. Any citizen may convey their support or objection of an individual's reappointment through written notice to the Town Administrator's Office. The Town Administrator shall

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Selectmen Adopted 12/12/2006

Amended section F. on 1/8/2013

Amended section and added I. on 12/19/17 Page 3 of 4

forward any written comments concerning reappointments to the Selectmen and to the person cited.

- I. Prohibitions: A member of a committee, commission or board, having been previously appointed may not remain as such if employed on a permanent, temporary, seasonal or part-time basis in a Town department that has a direct or indirect relationship with that committee, commission or board. The Board of Selectmen may not appoint an employee of the Town of Dennis to a committee, commission or board that has an indirect or direct relationship to the department in which the employee serves.
- J. Removal: The removal of appointed officers shall be in accordance with Article V11, Section 5-10 of the Town of Dennis Code, as amended.

“Where not inconsistent with Massachusetts General Laws, any appointed official who is a member of a multi-member board, committee or commission may be removed by the appointing authority after a public hearing for failure to attend more than three consecutive meetings. Failure to attend, if not adequately explained to the satisfaction of the appointing authority, shall be considered cause for removal.”

- J. This policy and accompanying appendices may be amended by the Selectmen.
- K. Appendix A - Committee Classification List as approved by the Board of Selectmen
Appendix B – Appointment Process Checklist