

**Town of Hamilton  
Board of Selectmen Policy**

RE: Board of Selectmen Appointments to Multiple-member Bodies

Affected: ( ) All employees ( X ) Boards ( X ) Committees ( ) Elected  
( X ) Appointed ( ) Town Wide

Issue Date: September 29, 2020

Effective Date: October 13, 2020

Policy Type: ( ) New ( X ) Amendment

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**PURPOSE:**

The purpose of this policy is to provide all applicants for appointment to multiple member bodies appointed solely by the Board of Selectmen with a fair opportunity to be considered, to recognize the importance of their willingness to serve the community, and to encourage volunteerism and community involvement. Vacancies in elected positions shall continue to be governed by the provisions of G.L. c.41, §11.

**PROCESS:**

**I. *Notice of Vacancies:***

A. Expiration of term: Annually, no later than thirty (30) days prior to the expiration of terms, the Board of Selectmen shall establish a list of expiring appointments and post the same on the Town website and, through the Town Clerk, on a public bulletin board in Town Hall. The Board of Selectmen shall, at the two regularly scheduled meetings held immediately prior to the expiration of terms, make an announcement of the availability of the list and ask for volunteers to complete an application for appointment, to be available from the Town Manager’s office. The failure to make such an announcement shall not invalidate any such appointment.

B. Mid-term: For mid-term vacancies, the Board of Selectmen, upon receipt of written notice of a vacancy from the Town Clerk or chair of the respective Board or Committee, shall post a notice thereof, in the manner and for the duration applicable to vacancies occurring under Section 1(A).

C. Vacancies: For purposes of the remainder of this policy, the term “vacancy” or “vacancies” shall include vacancies addressed in both Sections I(A) and I(B) above.

**II. Applications:**

A. Review: Following the expiration of the thirty (30) day notice period, and no later than 30 days after an application is received, the Town Manager shall forward the applications for appointment to each member of the Board of Selectmen and, as appropriate, to the Chair of the respective Board or Committee. Applicants are encouraged to attend at least one meeting of the board or committee for which they seek appointment and to speak with individual board or committee members to learn about their duties. The Board of Selectmen shall individually review the applications and any related materials, and, as may be necessary from time to time, individual members of the Board of Selectmen may contact candidates for more information. The Board of Selectmen acknowledges the application of the Open Meeting Law to the appointment process and recognizes that it is preferable that interactions with applicants occur at posted meetings of the Board of Selectmen.

B. Board and Committee Recommendations: Within 30 days of the receipt of an application, the Chair of any board or committee seeking to fill a vacancy shall forward that board or committee's recommendation to the Board of Selectmen. The Board of Selectmen shall not be bound by such recommendation, but shall give the recommendation reasonable consideration.

**III. Appointments:**

A. Vote: Following the receipt of the aforementioned recommendation from the chair of the board or committee, the Board of Selectmen shall, within two scheduled Board of Selectmen meetings, vote to select one or more candidates for appointment at an open meeting called for this purpose. Qualifications, experience, and the respective board or committee Chair recommendation, may be discussed by the Board of Selectmen at any such meeting.

B. Attendance at Meeting: All candidates for appointment under this policy are encouraged to be present at any Board meetings during which their possible appointment is to be discussed.

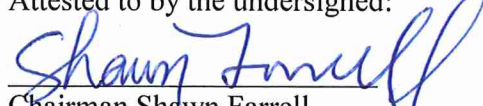
C. Written Notice of Appointment: Following the vote to appoint, each person so appointed shall be provided with notice thereof in writing.

This policy shall take effect and be utilized by the Hamilton Board of Selectmen upon its acceptance and adoption at a Board of Selectmen meeting to be determined.

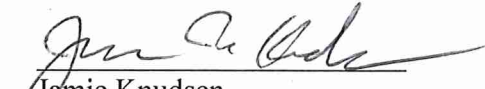
Date of First Reading and Review \_\_\_\_\_09/14/20\_\_\_\_\_

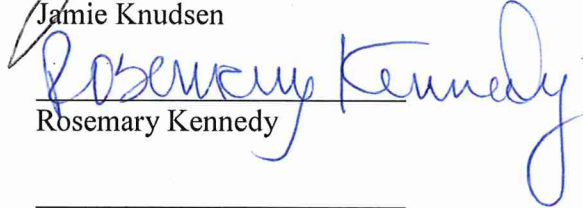
Date of Second Reading and adoption \_\_\_\_\_09/29/20\_\_\_\_\_

Attested to by the undersigned:

  
Chairman Shawn Farrell

\_\_\_\_\_  
William Olson

  
Jamie Knudsen

  
Rosemary Kennedy

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Darcy Dale

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