

## **Outreach, Communications, and Appointments Committee**

Process to recommend appointees to multiple member bodies appointed by the Town Manager  
[adopted 4/29/2019]

Relevant actors:

APPLICANTS	OUTREACH, COMMUNICATIONS, AND
TOWN CLERK	APPOINTMENTS COMMITTEE [OCA]
TOWN MANAGER	TOWN COUNCIL
	RECOMMENDED APPOINTEE

### **Application & Interviews**

APPLICANTS submit a completed Community Activity Form (CAF). The TOWN MANAGER selects desired candidates and refers to the TOWN COUNCIL, and simultaneously files with the TOWN CLERK, the name of each RECOMMENDED APPOINTEE the Town Manager desires to appoint as a member of a multiple-member body. OCA requests that the TOWN MANAGER also sends OCA a brief narrative of why they selected the RECOMMENDED APPOINTEE and a description of the selection process, but recognizes this is at the discretion of the TOWN MANAGER.

### **OCA Review & Votes**

At a posted public meeting, OCA reviews the RECOMMENDED APPOINTEES. OCA discusses and votes on RECOMMENDED APPOINTEES. At this point, OCA may:

Recommend that the TOWN COUNCIL **approve** a RECOMMENDED APPOINTEE

Recommend that the TOWN COUNCIL **reject** a RECOMMENDED APPOINTEE, sending the recommendation back to the TOWN MANAGER

Recommend that the TOWN COUNCIL **take no action** on a RECOMMENDED APPOINTEE, allowing appointment to be effective after 30 days of the filing with the TOWN CLERK

Request more information from the TOWN MANAGER to answer questions or concerns about the RECOMMENDED APPOINTEE or the applicant pool

### **Town Council Review & Votes**

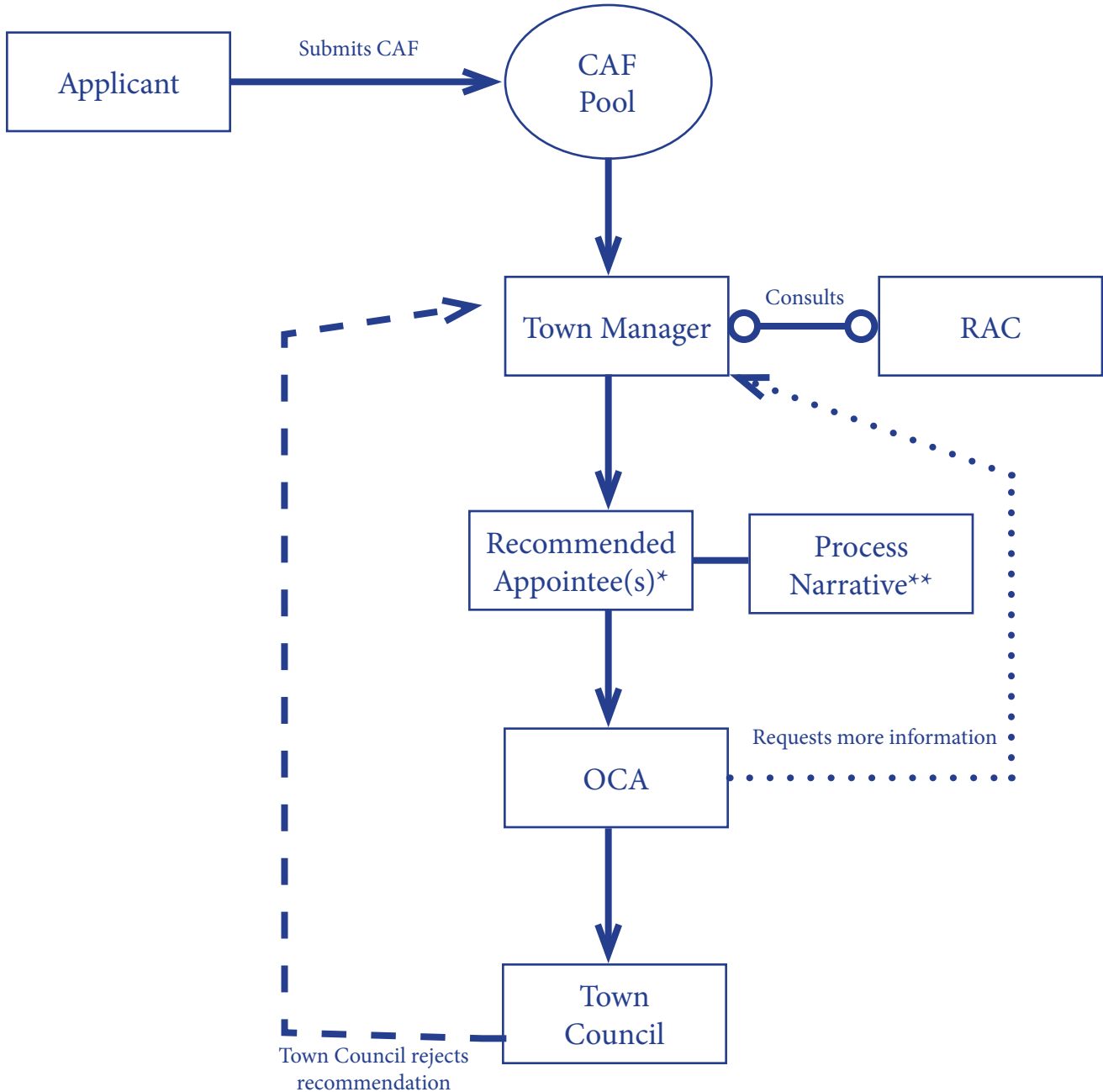
OCA sends a report to the TOWN COUNCIL with their recommendations on the RECOMMENDED APPOINTEES. The TOWN COUNCIL reviews, discusses, and votes on the RECOMMENDED APPOINTEES. At this point, the TOWN COUNCIL may:

Approve the RECOMMENDED APPOINTEE

Reject a RECOMMENDED APPOINTEE, sending the recommendation back to the TOWN MANAGER

Refer the RECOMMENDED APPOINTEE back to OCA for further deliberation

# TOWN MANAGER APPOINTMENTS TO MULTIPLE MEMBER BODIES



**\*Recommended Appointee(s):** Town Manager provides names of recommended appointees. OCA requests Town Manager accompanies names with a description of recommendation (qualifications, reasons for recommendation etc.)

**\*\*Process Narrative:** OCA requests Town Manager accompanies names with a narrative description of process including how many people applied, how many were interviewed, and basic demographic data