



Town Council Policy on Making Recommendations for Town Council Appointments to Multiple-Member Bodies

The Charter gives the Town Council the authority to appoint members to certain multiple-member bodies including the Planning Board, Zoning Board of Appeals and the non-voting resident members of the Council Finance Committee (Charter Sections 2.9 (c) and 5.5 (b)). Herein is laid out the policy to govern how recommendations are made for such appointments. In adopting a uniform policy, the Council seeks to assure the public that Council Committees Recommendation Policy will be consistent over time. A uniform policy will also provide clarity for applicants or current members who wish to continue to serve.

The following policy shall apply to all appointments to multiple-member bodies made by the Town Council unless waived by majority vote of the Town Council.

1. Vacancy

When a vacancy or an impending vacancy occurs on a multiple-member body appointed by the Town Council, the Chair of the Council Committee responsible for recommending appointments to the Council for that body or their designee after consulting with the Committee shall submit to the Clerk of the Town Council for publication on the Town Bulletin Board a vacancy notice, in accordance with Charter Sec. 9.12(e). A vacancy occurs whenever the Town Clerk receives a signed resignation from a member of the body, a member passes away, or a member is removed from the body in accordance with Charter Sec. 2.9(e) or Sec. 9.14. An impending vacancy occurs whenever a member informs the Town Clerk of their planned resignation or a member's term is expiring, regardless of whether that member seeks reappointment.

2. Community Activity Forms (CAF)

Individuals interested in serving on a multiple-member body appointed by the Town Council shall submit a CAF to express their interest in service. The Chair of the recommending Committee or their designee shall reach out by email to all individuals who submitted a CAFs within the two years prior to the publication of the Bulletin Board notice, as well as to any member of the Board or Committee whose term is expiring, to confirm their interest and notify them of the requirement to submit a new CAF to be considered part of the Applicant Pool. Only those individuals who submit a CAF after the Bulletin Board notice is published shall be considered part of the Applicant Pool going forward. CAFs for multiple-member bodies appointed by the Town Council are separate from the CAFs for Town Manager-appointed multiple-member bodies and are automatically electronically distributed to all Councilors. The Chairs of the recommending Committees or their designee shall reach out to each applicant upon receipt of their CAF to confirm receipt and inform them of the current status of appointments to that body. CAFs are personnel records, not public documents, and therefore cannot be shared or distributed by Councilors.

3. Sufficiency of the Applicant Pool

After the notice of vacancy or impending vacancy has been published for not less than 14 days on the Town Bulletin Board pursuant to Charter Sec. 9.12(e), the recommending Committee may assess the sufficiency of the applicant pool. The recommending Committee Chair or their designee shall collect all CAFs submitted since the publication of the Bulletin Board notice. The Applicant Pool shall be all residents who submitted CAFs since the publication of the Bulletin Board notice. In making a determination regarding the sufficiency of the Applicant Pool, the recommending Committee shall consider the following factors:

- The number of applicants relative to the number of vacancies or impending vacancies. The Council strives for more applicants than vacancies.
- The demographic diversity of the applicant pool. The Council strives for a diverse applicant pool, including age, gender, race, income, home-ownership/rental status, and location of residence.
- The current needs of the body-to-be-appointed, including any current burdens placed on the body by a vacancy.

The recommending Committee assesses the Applicant Pool holistically in the context of the needs and history of the body to-be-appointed. The recommending Committee shall, by majority vote, declare the Applicant Pool sufficient to proceed to interviews. Before or after this declaration, the Council or the recommending Committee may continue to engage in outreach to recruit additional applicants.

4. Selection Guidance

Prior to soliciting Statements of Interest, developing interview questions, or holding interviews, the recommending Committee shall, by majority vote, adopt Selection Guidance for filling the vacancy and shall provide that document to the full Town Council and all known applicants prior to the deadline for submitting Statements of Interest. For each multiple-member body, the recommending Committee may create a standard reference list of the skills and characteristics of a successful member of that body and the knowledge and/or expertise related to the work of that body. While acknowledging that each multiple-member body will have its own unique Selection Guidance, Selection Guidance overall should be based upon the following considerations:

A. Criteria for a healthy multiple-member body

The Council considers the following factors to be important for a multiple-member body to be healthy:

- 1) A strong base of seasoned members who have completed or nearly completed at least one term as a member. These members bring an understanding of process, institutional knowledge, can mentor new members, and take on leadership roles.
- 2) Newer members who have served less than one term. These members bring new energy, outlooks, and ideas to the body, and ensure the body will continue to have a strong base of seasoned members in the future.

- 3) Members who reflect the diversity of the Town's residents (e.g. in age, gender, race, income, home-ownership/rental status, location of residence, etc.), and are broadly representative of the Town.

B. Input from the body's chair

Prior to the adoption of Selection Guidance, the Chair of the recommending Committee or designee shall solicit from the Chair of the body that has vacancies any preferred knowledge and/or expertise to meet the current needs of that body to be included in the draft Selection Guidance presented to the recommending Committee.

5. Reappointments

Generally, if a Member of a multiple-member body appointed by the Town Council is seeking reappointment, they are given preference in appointment for up to six years of consecutive service, to take advantage of the experience and expertise gained, and to honor the voluntary time commitment of members. If a Member has served six consecutive years or will have served more than six consecutive years if reappointed, and there are other qualified applicants, preference will be given to other applicants. In cases where special training or expertise is required, longer periods of service may be appropriate. The recommending Committee will treat every opening, whether a seat is held by a current member who seeks reappointment or not, as a vacant position. Residents seeking reappointment will have their current service and experience on the body considered as part of the process for making a recommendation to the Council. A Committee or Board member is under no obligation to seek or accept reappointment, nor is the recommending Committee obligated to recommend reappointment to a resident seeking it.

6. Multiple-Member Body Handouts

Each multiple-member body that the Town Council appoints members to shall have a Committee Handout. The Chair of the recommending Committee shall, at a minimum of once per year, ensure that the Committee Handout for the appropriate Board or Committee is updated, accurate, and can be found on the Town's website.

7. Statement of Interest

After the recommending Committee declares the pool sufficient and adopts Selection Guidance, the Committee Chair or their designee shall contact each individual in the Applicant Pool to solicit a Statement of Interest (SOI). The Committee Chair or designee shall include in their solicitation the deadline for submission, the submission guidelines outlined below, a copy of the Committee Handout, and the adopted Selection Guidance.

Applicant Statements of Interest shall be typed, submitted as an MS Word Document or PDF directly to the Committee Chair or designee, and shall not exceed 700 words in length. The SOI shall describe why the applicant is interested in serving on the body and the relevant skills and experiences they will bring the body that align with the adopted Selection Guidance. Resumes and attachments will not be accepted.

The Committee Chair or designee shall establish a deadline for submission of SOIs from applicants that provides sufficient time for the SOIs to be posted as part of the meeting packet at which the interviews will take place. Any applicant who does not submit their SOI by the established deadline may be withdrawn from the Applicant Pool.

All applicants' SOIs shall be posted on the Town website at the same time, at least 1 week in advance of the meeting at which the interviews will take place. The SOIs shall also be attached to the public meeting posting to provide additional access by the public. The Committee Chair or designee shall notify the Town Council that the SOIs have been posted. The Applicant Pool is closed at the time the applicant names and SOIs are added to the public meeting posting.

8. Interview Questions

Prior to holding interviews, the recommending Committee shall, by majority vote, adopt interview questions which will be asked of all applicants. The Committee shall consider the adopted Selection Guidance in developing interview questions. The Committee shall also solicit questions from the Town Council in advance and attempt to include them. Time limits for answering of questions may be set prior to the interviews.

9. Interviews

Interviews shall be conducted in a group setting. The Committee Chair shall provide at least 7 days notice of the meeting at which interviews take place to all applicants. One week in advance of interviews, the Committee Chair shall distribute to all applicants the adopted interview questions.

All Town Councilors are invited to attend the interviews as members of the public. Any applicant unable to attend the interview shall not be considered for appointment. The Committee Chair or designee shall preside over the meeting.

Meetings shall be videotaped consistent with regular Council meetings. Committee members will ask the adopted interview questions of each applicant, and each applicant will have an opportunity to answer each question.

10. Committee Appointment Recommendations

After the interviews or at the next regular or special meeting of the recommending Committee the Committee shall discuss the applicants and make its recommendation to the Town Council. The recommending Committee shall seek to minimize the time between interviews and expected Town Council vote. The Committee may choose not to make a recommendation. It may also recommend fewer appointments than vacancies or impending vacancies.

Committee recommendations shall include the following:

- Name(s) of applicant(s) recommended for appointment
- Dates of appointment (effective date and end date)

- Reasons for recommendation