

Guidelines for Committee and Board Appointment

All appointments must be made by the Select Board before any new member joins a board/committee/commission

The Select Board encourages, accepts, and appreciates recommendations for appointments from board/committee chairs.

Process for appointments:

- * Individuals interested in serving on a town board/committee must fill out an Application for Appointment to a Board, Committee or Commission. This form can be found on the town website under the Forms/Documents tab on the home page and follow to the Select Board listings. Form should be returned to the Town Administrator who will bring it to the Selectboard for consideration.
- * When a full member position becomes open, the board/committee chair has the authority to offer the position to an alternate member without Selectboard approval. This is generally done in order of seniority. If the most senior alternate member declines, then the offer goes to the next most senior member.
- * Alternate appointment as full voting member shall be recommended by the chair and voted on by the board/committee members.
- * When a member changes status such as moving from alternate to full member status or resigning, the chair will inform the Town Administrator of the change. Selectboard will officially appoint or accept resignation.
- * Prior to Town Meeting, the Town Administrator will ask board/committee members whose terms are expiring whether they choose to continue serving for another term. Those choosing to continue will be reappointed after Town Meeting.
- * New board/committee members will be appointed to vacant positions in March, following Town Meeting. Positions not filled in March, may be filled during the year as qualified individuals express interest.
- * All board/committee members shall be sworn into office by the Town Clerk