

# TOWN OF TRURO

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## POLICY MEMORANDUM #13

Date: Adopted March 3, 2004; Revised December 5, 2017, September 13, 2022, September 27, 2022, July 11, 2023, June 10, 2025, September 25, 2025, October 28, 2025

### **PURPOSE:**

The Select Board welcomes a diversity of membership on all appointed multi-member boards, committees, and commissions. This policy provides information about serving on a Town body and ensures consistency and fairness in the Select Board's appointments.

There are four types of boards to which the Select Board makes appointments:

- **Advisory** – charged by the Select Board to make recommendations.
- **Ad hoc** – appointed for a specific purpose and time-limited task.
- **Regulatory** – governed by Massachusetts General Law and local regulations.
- **Adjudicatory** – governed by Massachusetts General Law and local regulations and consider individual cases.

All town boards, committees, and commissions shall have an uneven number of members to prevent tie votes.

At times, the Select Board will make appointments to fill a vacancy on an elected board. The interviews and appointments are made jointly with the members of the board on which the vacancy occurs.

Only full-time Truro residents/voters may be considered for appointment to regulatory boards. The Select Board may consider non-resident taxpayers for appointments to non-regulatory boards. The Select Board has sole discretion to make appointments as it considers to be in the best interests of the town.

### **ALTERNATES:**

Some boards, committees and commissions have alternate members who are appointed to one-year terms. Alternate members may participate in discussions about business before the board, but they only vote when a full member is absent or has recused themselves from participating. Alternate members may vote on routine matters, such as meeting dates and approving minutes.

An alternate who votes on an ongoing case must have attended all meetings during which the case was discussed. If the alternate has missed one of those meetings, they must watch the recording prior

to the vote.

## **PROCEDURES:**

### **VACANCIES:**

When a vacancy occurs on an appointed board, committee or commission – due to resignation or expiration of a member's term – the Select Board shall advertise the position(s):

- The name of the board, committee, commission and name of its current chair
- The term(s) of the vacancy/vacancies
- The typical meeting schedule, if available
- How to obtain an application form
- When online/written applications are due

All applicants for boards, committees and commissions shall fill out a written application to serve, either online or on paper. Board, committee and commission members who are seeking reappointment must also reapply, answering the relevant questions based upon their service. New applicants seeking to serve will be given the same consideration as members seeking reappointment.

Applicants for vacancies will be interviewed as soon as they can be accommodated on the Select Board's agenda. If there are multiple candidates for a position (or positions), all applicants will be interviewed at the same meeting. If that is not possible, the Select Board will wait until all applicants have been interviewed before making the appointment(s).

If a vacancy occurs on a board that includes alternates, due to resignation or expiration of a full member's term, alternate board members must apply to the Select Board to be considered for full membership.

### **CHAIR INVOLVEMENT:**

- Upon receipt of an application, the Chair (or designee) of the relevant board or committee will be notified.
- The Chair shall be available to meet or speak with the applicant to provide an overview of the committee's function and scope and general expectations, including meeting schedules and time commitments
- The Chair may provide input on the applicant to the Select Board, either in writing or at the interview.
- Chair input is advisory only. The Select Board retains full authority for all non-elected appointments.

### **INTERVIEWS:**

The Select Board will use the following protocols in interviewing applicants:

- Questions will be related to the board, committee or commission on which the applicant wants to serve.
- Questions asked of applicants for regulatory and adjudicatory bodies will avoid seeking opinions on matters that are governed by local or state regulations or opinions on matters that are likely to come before the board.
- All applicants will be interviewed at a Select Board meeting before a decision is made.

- The same core questions will be asked of all applicants (see below). Follow-up questions may be added.
- Applicants will receive questions in advance.
- The Chair of the relevant board or committee may attend and offer comments during the interview.

Following interviews, the Select Board will deliberate and vote on appointments. If a position remains unfilled, applicants will be provided an explanation. The Select Board will also send letters of thanks to departing members.

## **INTERVIEW QUESTIONS:**

### **For all applicants:**

1. What motivated you to apply to serve on this board/committee?
2. What skills, experience, or perspectives would you bring that would benefit the committee's work?
3. How do you see this role connecting with your interests in supporting the Town of Truro?
4. Are there particular issues, opportunities, or challenges you believe the committee should focus on?
5. How do you approach collaboration and working with people who may hold different viewpoints?
6. Are you aware of the committee's meeting schedule and time commitments and are you able to make that commitment?

### **For regulatory and adjudicatory boards/commissions:**

- Have you reviewed the relevant local/state laws and regulations that govern this body?
- Are you able to make decisions based on information presented and applicable laws/regulations, regardless of personal opinion?

## **OATH OF OFFICE:**

Written notification of appointment shall be issued to newly appointed members, who must report to the Town Clerk's office to be sworn in.

All elected and appointed officials must:

- Sign an acknowledgment of receipt of information on the state's Open Meeting Law.
- Complete state-mandated online ethics/conflict-of-interest training every two years.

Members will be given the *Truro Boards, Committees, and Commissions Handbook* and are expected to review and familiarize themselves with their board's charge and protocols, including seeking assistance from Town staff.

## **TERM OF OFFICE:**

The full term of office for most appointed positions is three years, ending June 30 of the third year. Terms are staggered to ensure continuity.

## **RESIGNATION:**

A member who can no longer fulfill their duties must submit a written resignation, including an effective date, to the appointing authority, with a copy to the board chairperson and Town Clerk.

The Select Board encourages resigning members to provide reasons, which may be shared in an exit interview with the chair or the Select Board liaison.

**ATTENDANCE:**

As per Town Charter, if a member or alternate is absent for four consecutive meetings without approval by the board, the chair will notify the Select Board, and that member may be replaced.

**RECALL / REMOVAL:**

Appointed board members may be removed by the appointing authority for good cause, including:

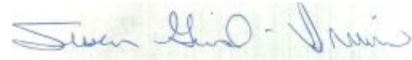
- Incapacity (other than temporary illness)
- Inefficiency or inability to perform assigned tasks
- Insubordination or refusal to carry out lawful instructions

The Town Charter authorizes suspension or removal for violations of professional codes of conduct or other good cause.



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Susan Areson, Chair



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Susan Girard-Irwin, Vice-Chair



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Nancy Medoff, Clerk



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John Dundas, Member



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Stephanie Rein, Member  
Truro Select Board