



TOWN OF TRURO

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POLICY MEMORANDUM #13

Date: Adopted March 3, 2004; Revised December 5, 2017, revised September 13, 2022; rev September 27, 2022

*This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.

PURPOSE: The Select Board welcomes a diversity of membership on all of its appointed multi-member boards, committees and commissions. This policy provides general information about serving on a town body and aims to ensure consistency and fairness in the Select Board's appointments.

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

- **Advisory**, which are given a charge by the Select Board and make recommendations.
- **Ad hoc**, which are appointed for a specific purpose for a specific period of time to complete a task.
- **Regulatory**, which are governed by both Massachusetts General Law and local regulations.
- **Adjudicatory**, which are governed by both Massachusetts General Law and local regulations, and consider individual cases brought before it.

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.

PROCEDURES: 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), including these details:

- The name of the board, committee, commission and name of its current chair
- The term(s) of the vacancy/vacancies
- The typical meeting schedule
- 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).

The same questions, listed below, will be asked of all applicants, though Select Board members may have follow-up questions of some applicants, based upon responses in their written applications or their interviews. Applicants will receive the questions in advance of being interviewed.

As part of the application process, board, committee, commission chairs will be asked to comment on each applicant, whether a new candidate or a member seeking reappointment.

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.
- Comments from the board, committee or commission chair will be considered – either submitted in writing with the application or live during the interview process.

After all applicants have been interviewed, prior to any nominations, all members of the Select Board will have the opportunity to express their preferences for filling the position(s). Nominations for the position(s) will be taken and voted upon after all Select Board discussion.

If the Select Board chooses to leave a position vacant, the applicant(s) will be given an explanation. The Select Board will write letters of thanks to all members of boards, committees and commissions who finish their service, either through resignation or at the end of their terms.

QUESTIONS:

For all applicants:

1. Please tell us about yourself and why you are interested in joining the ____ board, committee, commission.
2. Are there any specific skills that you would bring to the workings of this group?
3. Tell us about any experience you have had working in a group setting.
4. Do you have a sense of the time required to serve and are you able to make that commitment?

For regulatory and adjudicatory boards, committees, commissions:

1. Have you reviewed the relevant local/state laws and regulations that govern this board, committee, commission?
2. Are you able to make decisions based on the information presented in a case and applicable laws/regulations, regardless of personal opinion?

For advisory boards, committees, commissions:

1. Have you followed the work of this group?

2. Are there any ideas or projects you would suggest or pursue as a new member?

OATH OF OFFICE: Written notification of appointment is issued to newly appointed board members, who must report to the Town Clerk's office to be sworn in. Elected and appointed officials must sign an acknowledgement of receipt of information on the state's Open Meeting Law. They also must complete state-mandated online ethics/conflict-of-interest training, required every two years. Members of all boards will be given the Truro Boards, Committees and Commissions Handbook. Newly appointed members are expected to familiarize themselves with the charge and the workings of the board to which they are appointed. They must also adhere to protocols in seeking any assistance from town staff.

TERM OF OFFICE: The full term of office for most positions on appointed boards, committees and commissions is three years, ending on June 30 of the third year. Terms are staggered to assure continuity as new members are elected or appointed.

RESIGNATION: If a board member can no longer fulfill the duties of office, the member must submit a written resignation, including the effective date, to the appointing authority, with a copy to the board chairperson and the Town Clerk. The Select Board encourages board members who resign to specify their reasons, if other than personal. This may be done through an exit interview with the board chair or the Select Board liaison

ATTENDANCE: If a member or alternate member of an appointed board is absent for four consecutive meetings without approval by the rest of the board, the chair will alert the appointing authority and that member will be replaced.

RECALL / REMOVAL: Members of appointed boards may be removed by the appointing authority if they are found to violate professional codes of conduct. The town charter provides that any appointed board member may be suspended or removed from office for good cause. These include: incapacity other than temporary illness; inefficiency and/or inability to perform assigned tasks; insubordination and/or refusal to carry out lawful instructions; or conduct unbecoming to the office and/or which reflects adversely upon the town.



Kristen Reed, Chair



Robert Weinstein, Chair



John Dundas, Clerk



Susan Areson



Stephanie Rein
Truro Select Board