

# **TOWN OF OTISFIELD**

## **APPOINTMENT POLICY**

### **BOARDS & COMMITTEES**

Purpose: To ensure that there is a clear understanding of the process and a consistent form of communicating and filling any and all Board & Committee vacancies as deemed necessary by the Board of Selectmen.

Scope: All Appointed Boards and Committees

Procedure:

1. Selectmen will be notified at a public meeting of a vacancy. Notification may be in writing or verbal, by the board or committee Chairman.
2. The Selectmen will determine if the vacancy will be filled.
3. If it is determined that the vacancy will be filled, the applicable information will be posted on the town web site or be filled by current applications on file with the Assistant to the Selectmen.
4. When necessary, the vacancy will be listed on the web site until the opening is filled
5. Individuals wishing to apply must fill out an application and return it to the town office.  
Forms can be obtained at the town office or on the web site.
6. Applications will be reviewed by Selectmen at the next Board of Selectmen meeting.
7. Depending on the situation the applicant could be asked to attend a Selectmen's meeting for an interview
8. A letter of notification will go to all successful and unsuccessful applicants within seven days of a determination having been made
9. The board or /committee chair will also be notified
10. The goal is to encourage citizens to volunteer in order to better our community  
The following are some traits that will be considered:
  - a. Able to make meetings is imperative
  - b. Energetic
  - c. Team player who works well with others, to strive to help the committee succeed in its mission
  - d. Understands that they are representing the entire community
  - e. Positive attitude in addressing issues and problem solving
11. All committees that are project specific will have a completion date specified by the Board of Selectmen. Other boards and committees have terms of three or five years
12. Any board or committee member can extend their term, at the end of their term, in the applicable 3 or 5 year increment upon approval by the Board of Selectmen.
13. A board or committee member can resign at any time for any reason. Resignation requests should be addressed to the Board of Selectmen in writing
14. The general guideline is that once a resignation has been accepted, the board or committee member will no longer be considered for later inclusion on the same board or committee. The Board of Selectmen may take into consideration any extenuating circumstances in making this determination.
15. Board and committee members will elect their own officers on an annual basis.

*APPROVED 03/05/14.*

