

Town of Auburn, Massachusetts

Julie A. Jacobson
Town Manager



Board of Selectmen

Scott C. Wrenn, Chairman
Sara Rufli, Vice Chairman
Daniel S. Carpenter
Steven Chambers

Section 200

BOARD OF SELECTMEN POLICY

Formation and Committee Membership

2.1 Committee Formation

Boards, Commissions and Committees shall be appointed in accordance with the 2009 amended Town of Auburn Charter, Section 3.06 and Chapter IV, Section 4.01.

2.2 Committee Application Procedure

APPOINTED COMMITTEES: When openings on committees appointed by the Board of Selectmen under Section 4.01 become available, the committee with the vacancy is required to: notify the Board of Selectmen promptly of the upcoming vacancy to post on the Town bulletin board and web site for a minimum of two weeks (14 calendar days); advertise the vacancy on cable access channel for a minimum of two weeks (14 calendar days). If no acceptable candidates apply, the advertisement shall be extended up to 30 days.

The bulletin board posting should include the following: brief description of the position, deadline for filing, telephone number of the State Ethics Commission to determine in advance if conflict of interest prevails, and an indication that the goal of the Town is to appoint qualified and interested residents who are broadly representative of the Town.

Candidates interested in a particular committee may send a letter of interest to the appointing authority as identified in the advertisement or obtain a Board and Commission Application from the Selectmen's Office. A resume may accompany the request along with a statement, which indicates there are no irreconcilable conflicts of interest.

PRO-TEM APPOINTMENTS FOR ELECTED POSITIONS: In accordance with Massachusetts General Laws.

2.3 Appointment

The Board of Selectmen will receive the names of the applicants to be considered for appointment. Applicants will be invited to be interviewed by the Board at a regularly scheduled meeting. The Chairman of the committee to which the appointment will be made will also be notified of the date of the interviews and will be invited to participate in the interview process as a non-voting participant.

The appointee shall receive an appointment form and the term of office from the Board of Selectmen and is sworn in by the Town Clerk prior to attending a committee meeting as an official member.

2.4 Reappointment

Reappointments shall be based on an evaluation by the Board of Selectmen of the citizen's contribution to the committee, the desirability of widespread involvement, and the changing needs of the committee and the Town. In cases where special training or expertise is required, longer periods of service may be appropriate. A committee member is under no obligation to accept reappointment, nor is the appointing authority obligated to offer reappointment.

2.5 Resignation

A committee member who is no longer able to serve should resign promptly so that the vacancy may be filled. A written resignation should be submitted to the Town Clerk. Once the Board of Selectmen has been notified of a resignation, the resignation shall be forwarded to the committee chairman.

2.6 Other Terminations

In rare circumstances such as continued, unexplained absences a minimum of three per year, or a conflict of interest, the Board of Selectmen may ask for a member's resignation or, if necessary, revoke the appointment. Prompt, written notification to the committee member will be given by the appointing authority in the event of such action.

2.7 Committee Re-Organization

All committees shall re-organize before July 30 of each year. Such re-organization shall consist of selecting new officers for the committee.

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