TOWN OF SHELBURNE COMMISSION, BOARD AND COMMITTEE APPOINTMENT PROCEDURES

I. **Purpose**:

The purpose of this policy is to standardize procedures and qualifications for application to, and appointment of, individuals by the Selectboard to Town Commissions, Boards and Committees (CBCs).

II. **Procedures**:

A. Standing Commissions, Boards and Committees (CBCs) and subcommittees thereof

These procedures for appointment shall apply to standing Town Commissions, Boards and Standing Committees (CBCs), including subcommittees thereof, established by the Selectboard and to which the Selectboard is authorized to appoint members per statute or Charter.

B. Ad Hoc, Pro Tempore, other impermanent and advisory bodies to the Selectboard, and external agencies

These procedures shall apply to Ad Hoc, Pro Tempore, other impermanent and advisory bodies the Selectboard may establish and appoint membership, and to appointments to external agencies as practicable.

C. Categories of appointment

1. Regular, 3-year term, voting
2. Ex Officio, indefinite term, non-voting, restricted to Selectboard members, the Town Clerk and Treasurer, Town staff, and contractors
3. Emeritus, indefinite term, non-voting in recognition of prior service on the same CBC.
4. Emeritus pro tempore, temporary, non-voting, by special Selectboard assignment
5. Pro tempore, temporary, voting in the circumstances of a CBC unable to conduct regular business

D. Eligibility for Appointment

1. Adult (Non-Student) Applicants for appointment to CBCs shall be either:

   i. A resident of Shelburne;
   ii. An owner of a Shelburne-based business;
   iii. A landowner in Shelburne;
   iv. An authorized representative of a business or landowner in Shelburne; or
   v. A person with specific expertise in the subject matter over which the CBC has jurisdiction whether or not such applicant meets any of the above three criteria,

2. Student Applicants:

i. Any student may apply for seats on a CBC. Student members have full voting rights on all advisory CBCs (i.e. all CBCs except the DRB and PC);
ii. Students of families residing in Shelburne shall be given preference.
iii. Student-members must comply with § III of this Rule.

D. Reappointment of CBC Members

1. Current CBC members who wish to be reappointed, are recommended for reappointment by the relevant chairperson, and who are judged by the Selectboard to be members in good standing may be reappointed by the Selectboard for an additional term in the following manner:

i. The Selectboard shall seek feedback from the CBC chairperson, other CBC members, and relevant Town staff in determining whether a serving member is in good standing;

ii. In the case of a chairperson seeking re-appointment, the Selectboard shall seek feedback from the CBC vice-chair, other CBC members and relevant Town staff; and

iii. "Good standing" shall mean the serving member contributes to CBC goals and effective operation; maintains an annual attendance level of at least 75% at meetings (unless otherwise excused for personal or professional reasons); and conducts her- or himself throughout CBC activity in a respectful, collaborative manner.

E. Vacancies

1. A person appointed by the Selectboard to a CBC vacancy that occurs prior to expiration of the incumbent's term shall serve for the remainder of that term and shall be eligible for reappointment.

2. The process for Selectboard appointment of a person to a CBC vacancy shall be the same as appointment as described in § II(F)(2) of these Procedures.

F. Appointment Process

1. Current CBC Members

i. Prior to advertising an open CBC position, the Town Manager shall contact all CBC members whose terms are expiring within nine months regarding their intention to seek reappointment.

ii. Current CBC members seeking reappointment will notify the Town Manager no later than September 1.

iii. Upon receiving an application, the Town Manager will forward it to the appropriate CBC Chair or Vice-Chair, as the case may be, for review pursuant to § II(D)(1) above.

iv. The Selectboard will review reappointments during the month of October and consider such reappointments based on the criteria referenced in § II(D)(1) above.

2. Vacancies

i. Vacancies remaining after the reappointment process shall be advertised by November 1. Vacancies will be advertised to the community via print media, social media, and the Town website.

ii. Persons interested in a CBC vacancy must submit a written application on a form for that purpose available from the Town Manager. Applications will be due to the Town Manager by December 1 of each year.

iii. Upon receiving an application, the Town Manager shall forward same to the appropriate CBC chair. The Chair is encouraged to contact the applicant to discuss the work of the CBC and to learn more about the applicant. The Town Manager will seek feedback from the Chair prior to routing the applicant's application to the Selectboard.

iv. The Town Manager will route all applications to the Selectboard, together with CBC feedback on or before January 1 each year.

v. The Selectboard will interview all CBC applicants in the months of January and February. CBC appointments must be completed by the last day of February of each year.

3. Interviews

All interviews for, and deliberations related to, those interviews will be conducted in open session. The Selectboard may enter executive session only per authority granted by statute.

4. Prior Applicants

In seeking to fill CBC vacancies and appointments, the Town Manager is authorized to contact prior applicants who were not previously appointed to alert them of the vacancy or opening.

H. Terms:

The term of appointment for each CBC position shall be three years.

III. Expectations for CBC Member Service

A. Expectations for performance of CBC duties:

It is expected that members, including student members, shall:

1. attend at least 75% of all meetings meetings (unless otherwise excused for personal or professional reasons);

2. make demonstrable contributions to the stated mission of the CBC;

3. respect fellow members; and

4. conduct themselves at meetings and public appearances of the CBC in a fair and courteous manner.

B. Removal:

With the exception of Planning Commissioners, who may only be removed prior to expiration of their term by unanimous vote of the Selectboard pursuant to 24 V.S.A. § 4323a, CBC appointees serve at the pleasure of the Selectboard, which may remove them by majority vote for reasons which include, but are not limited to, the following:

1. Excessive absence from CBC regularly scheduled meetings, specifically absence from more than 25% of such meetings in any 12-month period meetings (unless otherwise excused for personal or professional reasons).

2. Non-performance or other misconduct, including violation of the Town's Conflict of Interest Ordinance.

C. Duty to Acknowledge Ethics Ordinance:

CBC appointees shall acknowledge receiving and reading the Town's Ethics Ordinance, to which their service is subject, at the time of appointment and shall commit to such aspirational standards of behavior as may be adopted for Town volunteers as a matter of Town policy.

IV. Formation of a new standing CBC.

A. The following shall be the process for the formation of a new standing CBC:

1. On the occasion that the Selectboard, resident, or group of residents wishes to form a new CBC for some purpose, such individuals shall first propose to the Selectboard, either in-person or in writing, such a CBC, together with a rationale and explanation for its need.

2. If the Selectboard supports the formation of the proposed CBC, the individuals proposing it shall craft, perhaps in consultation with the Selectboard, a remit or charter, which should address the goals, purpose and function of the new CBC, its membership, scope of duties and processes for meeting, and any other relevant information relevant to its goals and function.

3. Additionally, any need or request for staff support from the town should primarily be kept to a minimum, but if essential, explained and justified in the remit or charter.

4. The Selectboard shall then consider whether to approve the formation of the proposed committee and its remit or charter.

5. Subsequent to the formation of the committee, the Selectboard, those individuals sponsoring the proposal, or any members of the community shall solicit membership on the newly formed CBC.

6. Membership on the newly formed CBC will then be vetted and considered as is standard for all CBCs; with an application to the new CBC, together with any relevant supporting material, which shall be reviewed and considered for appointment by Selectboard vote.

7. Subcommittees of standing CBCs are not subject to this process of formation, and remain a decision by the standing CBC of which the subcommittee is a proposed part.

As approved by the Shelburne Selectboard on August 14, 2018
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