

## SELECTMEN'S APPOINTMENT AND REAPPOINTMENT PROCESS TO APPOINTED BOARDS AND COMMITTEES

1. Board and Committee appointments and reappointments shall be conducted at the first regularly scheduled Board meeting in June. Appointments made at that meeting shall have terms beginning on July 1 and expiring on June 30. In addition, as the need arises due to resignations or other reasons, the Board may make appointments throughout the year to fill unexpired terms.
2. Board and Committee appointments and reappointments shall be conducted in open session with all interested candidates to be invited and encouraged to attend the meeting at which appointments and reappointments are made.
3. Positions for both appointment and reappointment shall be posted under the News and Notices section on the home page and on the Selectmen's page of the official town website [www.Abingtonma.gov](http://www.Abingtonma.gov). Additionally, positions shall be posted with the Town Clerk's office. Such postings shall be at least fourteen (14 ) days in advance of the appointment/reappointment date.
4. All applicants for appointment and reappointment shall complete either the on-line Citizen Volunteer Form found on the official town website at [www.Abingtonma.gov](http://www.Abingtonma.gov), under the Town Manager's page or shall submit to the Selectmen's office a hard copy Citizen Volunteer Form. Hard copy Citizen Volunteer Forms shall be made available at the Selectmen's office.
5. Applicants must submit the Citizen Volunteer Form no later than the Wednesday preceding the meeting of the Board of Selectmen at which appointments and reappointments are to be made.
6. The goal of the Selectmen is to appoint qualified and interested Abington residents who are broadly representative of the Town. The Selectmen shall carefully consider applications and suggestions from many sources, including but not limited to Citizen Volunteer Forms, verbal expressions of interest, recommendations by Board and Committee members, etc. Selections shall be based on current Board and Committee composition, qualifications, experience, recommendations, available space and on attendance records and previous performance, when available.
7. A Board or Committee member is under no obligation to accept reappointment, nor is the Board of Selectmen obligated to offer reappointment.
8. Reappointment shall be based on an evaluation by the Board of Selectmen of the Board or Committee member's contribution to the Board or Committee, the desirability of widespread involvement, and the changing needs of the Board or Committee and the Town. Although there is no fixed limit on length of service, the length of service may normally be limited to two (2) terms, three (3) years in length. In cases where special training or expertise is required, longer periods of service may be appropriate.
9. The general policy is to appoint an individual to no more than two permanent Committees at a time.

10. Terms of appointment shall be for the term of years as provided for in the Town Charter, Town By-laws, the Massachusetts General Laws, by vote of Town Meeting or by vote of the Board of Selectmen, where applicable.

11. For Boards or Committees for which a Special Committee has been established with a clear objective and perceived term, such that the reason for the appointment is fulfilled upon completion of the objective (i.e. Tricentennial Committee), such Boards or Committees shall expire six (6) months after the completion date of the required objectives. In the event any such Board or Committee believes that additional time is needed to complete their objective, such Committee or Board may petition the Board of Selectmen for an additional six (6) months or less in order to complete the objective. The Selectmen shall act on any such petition in a timely manner.

12. From time to time, a Board or Committee may find it useful to appoint associate members to assist the Board or Committee in the successful completion of its charge. Appointments of associate members may be made by the Board of Selectmen, provided the Board or Committee seeking the associate member(s) submits written substantiation of the need for associate members, if not contrary to the Town Charter, By-laws or the General Laws of the Commonwealth of Massachusetts. Associate members shall be appointed for terms of one year. As a general policy, associate members shall be non-voting members and shall not be counted as a member of a Committee for the purposes of establishing a quorum.

13. Non-residents may serve on Committees when the Board of Selectmen deems it in the best interest of the Board or Committee and the Town.

14. The Board of Selectmen shall make appointments and reappointments by majority vote.

15. All appointees shall receive written notification of appointment and a Certificate of Appointment signed by the Board of Selectmen and shall be sworn in by the Town Clerk prior to attending a Board or Committee meeting as an official member. The Town Clerk gives Board and Committee members information about the Open Meeting Law (M.G.L.c.30A, §§18-25) as state statutes requires and members must sign a written acknowledgment of receipt. The Town Clerk also gives members a copy of the Town of Abington Appointed Committee Handbook and members must sign a written acknowledgement of receipt.

Adopted by vote of Abington Board of Selectmen September 24, 2012.

Re-Adopted by vote of Abington Board of Selectmen March 9 2015.

Revised by vote of Abington Board of Selectmen May 18, 2015.