TOWN OF MEDFIELD

Office of the
BOARD OF SELECTMEN

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Board of Selectmen
Michael T. Marcucci, Chair
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Town Administrator

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Assistant Town Administrator

Appointment Policy for Town Boards and Committees

Appointment Policy

It shall be the policy of the Medfield Board of Selectmen to take the following steps when appointing citizen volunteers to boards and committees of the Town. The purpose of this policy is to encourage and broaden participation in Town government by qualified and interested residents.

New Appointments

1. Notice of vacancies shall be publicly posted for at least two weeks before any appointment is made. Notices shall be posted on the Town's website and social media accounts when a vacancy occurs on a board of committee. The notice, will state the general duties of the board or committee along with a statement of desired qualifications. The Board of Selectmen may also use other media outlets to distribute said notices of vacancies.

2. Letters of interest will be submitted to the Town Administrator's Office.

3. The Town Administrator may forward letters of interest to the chairperson or remaining members of the applicable board or committee for their review and screening. Applicable board or committee may ask citizen volunteer to attend a meeting.

4. If this is a newly created board or committee or an individual appointment (Field and Fence Viewer), the Board of Selectmen will review letters of interest.

5. The Board of Selectmen may interview in open meeting the recommended candidates for boards or committees.

6. Members of the applicable board or committee, the public, and any others that the Board of Selectmen wishes to include may attend the interviews and ask questions as permitted by the Chair.

7. A decision regarding the appointment will generally be made by the next regularly scheduled meeting of the Board of Selectmen. Voting members of committees must be citizens of Medfield, unless a special designation is granted by the Board of Selectmen.

8. Applicants not chosen for the board or committee will be sent a letter thanking them for their interest.

9. Retiring board members will be sent letters thanking them for his/her service.

10. Existing committees may suggest new members for their committees, subject to the procedures of this policy.

11. By majority vote of the Board of Selectmen, exceptions may be made to this policy depending on the nature of the committee or position, the number of qualifications of applicants for the positon in question, or the urgency.

Reappointments

1. The BOS will solicit feedback from the board/committee chair to determine if a board committee member wishes to be reappointed upon their term expiring.

2. The Board of Selectmen, at its discretion, may elect not to reappoint a member with an expiring term or may request that the member reapply for reappointment, in which case that member will be treated as a new appointment and shall be interviewed in open meeting with the other recommended candidates for the position.