

APPOINTMENT POLICY:

SECTION I : SCOPE:

This Policy serves to provide procedures for the acceptance of names, interview process, selection, and appointment of citizens interested in serving on Boards, Commissions and Committees (*herein after referred to collectively as "Committees"*) which are appointed by the Board of Selectmen.

This Policy is in place to assist the Board of Selectmen in making informed choices for Committees. This Policy does not replace the prerogative of the Board of Selectmen to choose the citizens they feel are most qualified for appointment.

When This Policy is not followed, and the Board of Selectmen exercises their prerogative of free appointment, the members of the Board of Selectmen will personally notify the affected Committee's Chairperson and the citizens within twenty four (24) hours. In addition, the Board of Selectmen will agree upon what public information concerning these appointments may be disclosed.

SECTION II : GENERAL:

- A) PUBLIC NOTICE OF OPENINGS: There will be a public notice of committee seats which are being appointed posted in at least two (2) public places, and inserted in the local newspaper by March 15 of each year. This notice will include both vacant and expiring positions.
- B) SUBMISSION OF CANDIDACY IN WRITING: Interested citizens must submit their candidacy in writing to the Town Administrator no later than April 15 in order to be considered. Alternates who desire to be appointed as regular members must also apply in writing.
- C) DATE OF APPOINTMENT: Appointments will be made at a Selectmen's meeting in May for appointments to begin June 1.
- D) RE-ADVERTISING: If all positions are not filled at that time, the Board of Selectmen may re-advertise for citizens to fill the empty positions.
- E) EMPTY POSITIONS: If empty positions still remain, these positions may be filled by the Board of Selectmen at any time during the year, following the procedures as outlined in A - C above. The time frames shall allow for a minimum of two weeks posting for filing.
- F) RECOMMENDATIONS: In accordance with State requirements, the Board of Selectmen will accept recommendations from the Planning Board for appointments to the Rockingham Planning Commission.
- G) PROMOTION OF ALTERNATE MEMBERS: Alternate members are appointed to Committees to serve if a regular member is unable to take his/her seat. Alternate positions are an excellent method of allowing a citizen to become familiar with the requirements of the Committee, and to gauge his/her ability to assume regular membership. It also gives the Board of Selectmen an opportunity to assess the citizen's qualifications to serve as a regular member. Whenever feasible, first

consideration for regular membership should be given to alternate members who have served more than twelve (12) months.

SECTION III : INTERVIEW PROCEDURE:

A) INTERVIEW: Any citizen interested in serving on a Committee must be interviewed by the Board of Selectmen the first time he/she applies for that Committee. These interviews may be conducted in public meeting, or non-public, as the applicant chooses. Regular members seeking reappointment or Alternates seeking appointment as regular members may not necessarily be asked to interview.

B) FACTORS FOR CONSIDERATION:

1. **CURRENT MEMBERS** - It is expected that regular members who are performing satisfactorily be reappointed. In determining performance, the Board of Selectmen may consider the following, both for regular members seeking reappointment and alternates seeking regular appointment:

- a) Attendance: It is expected that the members understand the commitment required and attend meetings. Members which have more than three (3) unexcused absences should not be considered for reappointment. Members which have more than 20% or six (6) excused absences (whichever is less) should not be considered for reappointment as regular members. Extenuating circumstances may be considered.
- b) Effort: Members, particularly of the Town's land use boards, are encouraged to participate in any training opportunities available to them (i.e., NHMA, Law Lecture series). Members who have not become knowledgeable about their duties, or who have failed to comply with State law or Town ordinances should not be considered for reappointment.
- c) Attitude: While differences of opinion are anticipated and encouraged, and members must be allowed full voice, members are expected to be civil, and observe recognized rules of order and procedures. Members who are quarrelsome, disruptive, use their authority inappropriately, either on the Committee, or with other Town officials should not be considered for reappointment.

2. **NEW MEMBERS** - Criteria Considered

- a) Service on other Committee: Candidates who have served on other Committees and performed well.
- b) Background: Education, experience, business, professional, or occupation which qualifies him/her for serving on the Committee.
- c) Commitment: Effort should be taken to verify that the candidate is aware of the time commitment and any other factors in the appointment.

- d) Potential Conflict of Interest: Candidates should be queried concerning possible conflicts between the appointment sought and business or other possible conflicts.
- C) NOTIFICATION OF ACCEPTED MEMBERS: Candidates who have been appointed should be notified in writing within 48 hours by the Town Administrator. Chairpersons of applicable committees will also receive notification of appointments within the same 48 hours.
- D) NOTIFICATION OF REJECTED MEMBERS/CITIZENS: Candidates who have been rejected should be notified in writing within 48 hours by the Town Administrator.
- E) SWEARING IN: Candidates who have been appointed must be sworn in by the Town Clerk within two weeks of their appointment.

SECTION IV : AMENDMENT PROCEDURE:

This Policy may, from time to time, be amended by a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

SECTION V : EFFECTIVE DATE:

This Policy shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Adopted by the Board of Selectmen this 13th day of October, 1998.

Charles E. McMahon
Douglass L. Barker
Carolyn B. Webber
Margaret M. Crisler
Galen A. Stearns
Board of Selectmen