

Town of Paris, Maine
Policy for
Appointment Process
Standing Boards and Committees; Ad Hoc Committees

1. Pre-Appointment

PURPOSE: The purpose of this policy is to standardize the procedure used by the Board of Selectmen in considering eligible applicants for appointments as permanent or alternate members to various Boards, standing Committees or Ad Hoc (study) Committees for the Town of Paris, and to monitor and oversee the efficiency, effectiveness and productivity of such committees.

The Select Board shall have final authority over appointments of qualified citizens to all Boards and Committees that are instruments of government for the Town of Paris.

STANDING BOARDS AND COMMITTEES: Standing Boards and Committees, as well as those required by state law, have a perpetual assignment and members must take an oath of office before their term.

AD HOC COMMITTEES: Ad Hoc Committees, sometimes referred to as study committees, are advisory in nature and are formed by the Board of Selectmen to perform a specific function usually within a set amount of time. After the task is completed and the end result reported to the Board of Selectmen, an Ad Hoc Committee will be formally dissolved. An Ad Hoc Committee may be initiated by the Board of Selectmen or requested of the Board of Selectmen by a standing committee chair.

ELIGIBLE APPLICANT: To be an eligible applicant for membership on Boards and Committees shall mean:

- 1) Any person who is a permanent resident of the Town of Paris as established by mailing address, domicile and voting registration for the length of the term of the appointment.
- 2) A board or committee member's term automatically

terminates upon ceasing to be a permanent resident of the Town.

- 3) The Town Clerk shall maintain an eligible applicant pool consisting of current members whose terms are expiring and new persons requesting to serve on boards and committees.
- 4) Appointments are for definite terms and neither carries nor implies any right or entitlement to reappointment.
- 5) Non-resident property owners and non-resident municipal employees may serve as ex-officio members of boards and committees at the discretion of the Board of Selectmen.

NOTIFICATION OF VACANCY: The chair of each board or committee shall notify the Town Clerk when an opening occurs on a board or committee, which the chair represents. The chair shall also supply the Town Clerk with the title of the position to be filled, a brief outline of the duties of the position, and the length of term of the position.

ADVERTISING AND POSTING: The Town Clerk shall be responsible for advertising from time-to-time in media of general circulation in the Town, and on the Town website, those openings that have occurred or are due to occur on the Town's boards and committees, or newly-created vacancies on those ad hoc committees which are being established by the Board of Selectmen. The advertisements shall list the title of the positions, the length of terms of appointment and the deadline and address for submission of applications.

APPOINTMENT PROCESS-QUALIFICATIONS: Members of a board or committee shall be appointed by the Board of Selectmen according to the appointment provisions of the statute or ordinance or resolve that created the multiple member board or committee.

- 6) All candidates (first appointments or reappointments) shall submit such written applications, supporting documents and information as may be required by the Board of Selectmen or which the applicant considers pertinent in order to be considered for appointment. Candidates shall be required to sign indicating their agreement and compliance with the Town's Ethics Policy when submitting the application.

- 7) When reviewing an application for appointment, Selectmen shall consider and give weight to an applicant's educational background, training and experience, to comment received from Board members, Committee members or general public relating to service, or to other qualifications relevant to the position for which the person has applied.
- 8) The Board of Selectmen may require an interview with a candidate for appointment in executive session prior to taking action on that candidacy.
- 9) No person shall be appointed to any Board or Committee if that person would, by virtue of the appointment, have supervisory control, authority over, or would review the actions of any town official or employee, to whom he or she has an existing relationship as in the case of an immediate family member or significant other.
 - 10) "Significant Other": Is a gender-neutral term to refer to a person's partner in an intimate relationship without disclosing or presuming anything about a person's marital status or sexual orientation.
 - 11) "Immediate Family": Is defined as a person's spouse, domestic partner, grandparent, parent, brother, sister, child, grandchild, or the same relationships of the person's spouse or domestic partner or the spouse or domestic partner of any of them. This also includes individuals for whom the person is current guardian.
- 12) The Selectmen shall not appoint or reappoint an applicant to a position in which the applicant will likely have a frequent or recurring conflict of interest, or appearance of conflict of interest, as defined by Town Policy and Maine law.
- 13) All individuals appointed to the Planning Board or the Board of Appeals are required to complete the basic workshop for new Planning Board or Board of Appeals members on the first offering following appointment.

2. SELECTION-ACTION

NOMINATION: Upon satisfactory application, fulfillment of any other

request by selectmen and interviewing if required, applicants will be nominated by being placed on the agenda of a regular meeting of the Board of Selectmen.

ELECTION: The Board of Selectmen shall be sole judge of the qualifications of persons seeking appointment. A majority affirmative vote is required to make an appointment.

In the case of Board consideration of multiple candidates for fewer than the same number of vacancies, votes will be taken on individuals according to the dating of their initial application.

TERMS: All appointments by the Board of Selectmen to multiple member bodies shall be for up to five year terms, with a six month probationary period commencing on the effective date of appointment. In the case of a newly -appointed board or Committee, terms will be staggered.

REMOVAL: The Board of Selectmen may remove any member of any board or committee or other multiple member board which it has appointed during the six-month probationary period without cause, notice or hearing for any reason whatsoever. After the six-month probationary period expires, the Board of Selectmen may remove for cause after notice and hearing.

Approved by: Town of Paris Board of Selectmen, February 9, 2009.

