


Town of Needham Select Board

Policy Number:	SB-ADMIN-003
Policy:	Protocol for Appointments Made by the Select Board
Date Approved:	12/18/2007
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Approved:	

Policy:

The Select Board is responsible for the appointment of members of the public to a variety of public bodies (“committees”) as required by Massachusetts General Law, the Town Charter, and Town policy. This policy details the actions that the Select Board takes to make these appointments.

I. Key Roles and Responsibilities

The Select Board Vice Chair (“Vice Chair”) shall serve as the Board’s primary liaison to the appointment process, unless otherwise designated by the Select Board Chair.

The Town Manager shall ensure that adequate staff support is provided to the committee appointment process and that a process exists to post and advertise committee vacancies via appropriate and relevant media.

II. Standard Appointments

1. For the purposes of this policy, a “standard appointment” shall be defined as an appointment of a qualified member of the community to a committee where the Select Board has sole authority to appoint the member.
2. Following advertisement of a committee vacancy (or vacancies), the Vice Chair will interview all qualified applicants. The Vice Chair will also invite the relevant committee chair to sit on the interview panel. Town staff will be available to provide administrative support.
3. After interviews conclude, the Vice Chair may recommend an applicant for appointment to the full Board or coordinate with Town staff to solicit additional applicants.
4. Should the Vice Chair recommend appointment, they shall ensure the Board is made aware of their recommendation no later than seven days prior to the meeting at which the Board is scheduled to vote on the appointment.
5. As a default, standard appointments will be placed on the Board’s Appointment Calendar.

6. The Board need not accept the recommendation of the Vice Chair. Members who object or wish to discuss the recommended appointment may inform the Town Manager, who will add the appointment as a regular item on the Board's agenda.

III. Joint Appointments

1. Joint appointments occur when the Select Board shares appointment authority with other committees.
2. Should a vacancy occur that requires a joint appointment, the Vice Chair shall coordinate with the other relevant committee leadership to facilitate a process to solicit for, review, and interview qualified applicants that is amenable to all bodies, to include the potential possibility of re-advertising the vacancy.
3. Upon reaching consensus with the other committee(s), the Vice Chair shall ensure the full Board is made aware of the recommendation no later than seven days prior to the meeting at which the Board is scheduled to vote on the appointment.
4. As a default, joint appointments shall be placed as a regular item the Board's agenda, and the other appointing committee(s) shall be invited to attend the meeting at which the item is taken up.

IV. Appointment of Select Board Members to Committees

1. The Select Board may appoint its own members to other committees or to committees created by the Board that include a Select Board member(s).
2. In this event, the Vice Chair shall announce the opening of such a vacancy during a public meeting, at which members may volunteer to serve.
3. Should no member volunteer or no consensus be reached on which member(s) will serve, the Vice Chair will consult with the Chair and make a recommended appointment at a subsequent Board meeting.