

Dover-Foxcroft Select Board

Procedure for Nomination and Appointment to Town Boards and Committees

Whereas the Select Board wishes to establish a procedure for making appointments to town boards and committees and;

Whereas the Select Board wishes to encourage community interest in serving on boards and committees and;

Whereas the Select Board wishes to make appointments on the basis of a candidate's ability to contribute effectively to a certain board or committee;

The Select Board establishes the following procedures for appointment to boards and committees to which members are appointed for a specific term of office. This includes the Planning Board, Board of Appeals, the Budget Advisory Committee and any other committee for which specific terms of office are established by the Select Board.

1. The Administrative Committee sub-committee of the Select Board will serve as the Nominating Committee for the purpose of recommending appointments for consideration by the Select Board.
2. For those seeking appointment the town will provide and make available a form to serve as a statement of interest (request sheet) to be filled out and submitted to the town clerk or designee. The sheet will include relevant information about the candidate including which board(s) or committee(s) the candidate seeks appointment, interest in the position, experience etc. as well as contact information.
3. As soon as practicable after a seat is vacated or after a seat is announced to be vacated, the town will post the vacated seat and the term of the seat on the town's website.
4. Request sheets for appointment to open seat(s) will be considered by the Nominating Committee. The nominating committee may request that the candidate appear before the committee to discuss their potential appointment.
5. The Nominating Committee may nominate a candidate for appointment or make no nomination for appointment based on the committee's assessment of the candidate's ability to contribute effectively to the position.
6. If there are multiple candidates for a seat with more candidates for seats than seats to be filled, the Nominating Committee may set aside the request to be considered when a seat becomes available on that board or committee. Candidates with requests set aside for future consideration will be asked to resubmit their statement of interest (request sheet) after a period of one year.
7. After consideration by the Nominating Committee, candidate(s) shall be notified as to the status of their request for appointment. The candidate will be informed as to whether request for appointment was recommended by the nominating committee, whether their request was set aside for future consideration, or informed that their request for appointment was not acted upon.
8. If a request is not acted upon the candidate may be considered for other boards or committees for which they have submitted statements of interest and/or resubmit a statement of interest in serving on that board.