

APPOINTMENT PROCEDURES POLICY FOR THE TOWN OF HOPKINTON



POLICY NUMBER: 24

**Originally Adopted by the Board of Selectmen
August 19, 1981**

AMENDMENTS: Version 002 Adopted 04-11-2011

TOWN OF HOPKINTON APPOINTMENT PROCEDURES POLICY

SECTION I: PURPOSE

This policy shall apply to all Board/Committee/Official appointments made by the Select Board. It shall be the goal of the Board to make responsible appointments. Every effort will be made to maintain experienced members on Boards/Committees while assuring that there are opportunities for different residents to serve. The Select Board shall endeavor to achieve and maintain ideological and geographic balance on all Boards and Committees. In all instances an appointee shall be the best qualified person available to serve.

SECTION II: CHARACTERISTICS

An appointee must be willing to address each matter brought before him/her with common sense. Any and all decisions he/she shall reach must be guided by a concern for the common good and based on the laws and ordinances which govern the Town of Hopkinton. An appointee must be a registered voter of the Town of Hopkinton. He/she must be interested in and cognizant of Town affairs, and be willing to devote the time necessary to fulfill the requirements of the appointment.

SECTION III: TERM OF APPOINTMENT

The term of an appointment will be for three years unless another length is required by statute or determined by the Select Board to be more appropriate to that particular Board/Committee. When a replacement is appointed to fill an unexpired term, the replacement will serve until the end of that term.

All terms run from May 1 of the year appointed to April 30 of the year the term expires.

SECTION IV: ACQUISITION OF NAMES

The names of potential appointees shall be collected by the Select Board in the following manner:

- Personal recommendations from the Select Board members.
- Recommendations solicited from Board/Committee Chairs.
- Timely public posting, by the Select Board, of a notice of solicitation for volunteers for Boards/Committees.

All potential appointees shall complete the Town of Hopkinton "Application for Appointment" and may be required to meet with Select Board during the consideration process.

SECTION V: APPOINTMENTS

After the March Town Meeting, the names of potential appointees will be reviewed by the Select Board. Appointments to vacancies will be made as soon as is practicable on or after that date. Those people who do not actually receive an appointment at that time will have their names placed on a list to be used for filling future vacancies. This list will be updated each year.

SECTION VI: EFFECTIVE DATE

These policies shall be effective upon a vote of the Board of Selectmen and shall replace any and all appointment procedures or policies previously enacted by the Town.