The Falmouth Board of Selectmen has the responsibility of appointing over 300 persons to over 44 committees. As this is among the most important responsibilities of the Board, these policies and procedures are intended to provide guidelines for the appointment of all persons serving thereon. The Board of Selectmen will make every effort to encourage participation in and to effectively communicate with these volunteer committees, which are a major component of effective town government.

**Definitions**

**Committee** – Any multi-member body; for example, a board, committee or commission.

**Advisory committee** - Boards, committees and/or commissions which act only in an advisory capacity to the Board of Selectmen; for example, Bikeways Committee, Waterways Committee, Transportation Management Committee.

**Regulatory committee** – Boards, committees and/or commissions with financial and/or regulatory authority granted by state law and/or the town charter. These include, Conservation Commission, Zoning Board of Appeals, Historical Commission, Historic Districts Commission, Community Preservation Committee and Board of Health.

**Applicability**

All policies and procedures set forth under the General Law of the Commonwealth of Massachusetts and all provisions of ARTICLE VII, “Appointed Town Boards”, of the Falmouth Home Rule Charter shall be applicable. This policy applies to all committees appointed by the Board of Selectmen and its subordinates.

**General Policy and Responsibility**

1. As stipulated in Article VII of the Charter, all vacancies for committee appointment shall be publicized in advance of consideration of candidates.

2. Applications for committee appointment are available in the Selectmen’s office or on the Town website, which can be submitted at any time to express interest in serving the Town. Applications shall be retained for 6 months so that a pool of applicants will be available in the event of a vacancy. Applications more than 6 months old shall be discarded.

3. The appointment of completed terms of office shall be considered at a regularly scheduled public meeting of the Board in June. Pending appointments, due to both completion of terms and vacancies, shall be considered together.
4. Unless circumstances require greater expediency (for example, there is no quorum of members), all vacancies not filled in June will be advertised and filled at a regularly scheduled public meeting of the Board on a quarterly basis.

5. Incumbents are asked to indicate in writing their interest in continuing to serve on their respective committees.

6. To qualify for membership on a committee, a person must be a resident or taxpayer of the Town of Falmouth.

7. Length of terms shall be for three years, unless otherwise specified. No member of a committee shall serve more than three consecutive three-year terms (for the Zoning Board of Appeals, two five-year terms). After leaving a committee due to term limits, candidates may not return to the same committee until a minimum of one year has lapsed.

8. All applicants shall be interviewed by the Board at a regularly scheduled public meeting.

9. If the only applicant to an advisory committee is an incumbent in good standing seeking reappointment, the Board may waive the requirement for a public interview by a majority vote.

10. The requirement of a public interview for applicants to regulatory committees may not be waived because of the authority granted to these committees by State Law and/or the Town Charter.

11. The Board shall take no public comment during the public interviews, but will solicit public feedback about the fitness of the applicants for appointment.

12. Appointments are made by a vote of no less than three selectmen, and confirmed in writing. If only three members of the Board are present, the vote must therefore be unanimous.

13. Committees appointed for a specific purpose shall be given a charge and provided with guidelines and dates of completion.

14. Attendance, among other factors, shall be considered by the Board when reappointing incumbents; therefore, each board shall forward annually to the Selectmen the attendance records of all members.