

12 **BOARDS, COMMITTEES, AND COMMISSIONS ONBOARDING ~~AND LIAISON PROCEDURES~~**

12-1 **BOARD, COMMITTEE, AND COMMISSION VACANCIES**

Open positions on Boards, Committees, and Commissions are announced at every regular open session meeting of the Select Board and posted with the corresponding agenda.

Descriptions of Boards, Committees, and Commissions are provided on the Town website. [Elected positions are as described in the Town Charter.](#)

A list of all current Elected and Appointed Officials is maintained by the Town Clerk's office and is posted on the Town website. This list also identifies where vacant positions exist.

12-2 **APPOINTING AUTHORITIES AND APPOINTMENT TERMS**

Appointing Authority:

Non-elected positions are appointed by a designated appointing authority with additional approvals as designated by the Town Charter or the appointing authority. A Board/Committee/Commission may encourage candidates to apply for an open position. A Board/Committee/Commission may extend an invitation for a candidate to attend meeting(s) as a member of the public before applying or joining to better assess interest and fit. Such attendance at a meeting(s) may not be used as a prerequisite for applying or being appointed. A Board/Committee/Commission does not have the authority to pre-screen or filter interested candidates.

Appointment Terms:

Appointment terms are determined by the appointing authority. For non-temporary Boards/Committees/Commissions it is suggested that term appointments be assigned in staggered three-year terms.

Subcommittees and Associates:

Boards, Committees, and Commissions may establish advisory subcommittees or working groups at their discretion to assist in specific task assignments. Boards, Committees, and Commissions ~~shall~~ not, however, create "Associate" or "Alternate" positions unless such positions are accepted and required by Massachusetts state law, by formal organizational by-laws, or by the Town Charter. ~~Current associate positions acceptable under statute include:~~

- ~~• **Planning Board Associate: Required by Massachusetts state law and Town of Chelmsford by laws**~~
- ~~• **Zoning Board of Appeals Associates: Required by Massachusetts state law and Town of Chelmsford by laws**~~

Formatted: Normal, Indent: Left: 0.49", Space Before: 6 pt, No bullets or numbering

- ~~Historic District Commission Alternates: Required by Town of Chelmsford by laws~~
- ~~Nashoba Technical High School, School Committee Associate: Required by organization's by laws~~
- ~~Northern Middlesex Council of Governments Associate: Required by organization's by laws~~

~~To mitigate liability to the Town, any self-organized "Associate" or "Alternate" positions for which there are no existing statutory requirements should be dissolved or renamed and the scope of the position appropriately defined.~~

12-3 NEW MEMBER ORIENTATION REQUIREMENTS WITH THE TOWN CLERK'S OFFICE

Once appointed or elected, the new member must make arrangements to be sworn in by the Town Clerk and complete required training, checklists, and acknowledgements. The Town Clerk will provide documents relevant to serving in an elected or appointed position in the Town.

~~Such material addressed by the Town Clerk's office may include but is not limited to:~~

- ~~Public Body Checklist for Posting a Meeting Notice~~
- ~~Public Body Checklist for Entering into Executive Session~~
- ~~Public Body Checklist for Creating and Approving Meeting Minutes~~
- ~~Select Board "Open Meeting and Minutes Policies" from *Select Board Policies and Procedures*~~
- ~~Conflict of Interest Law and associated training~~
- ~~Open Meeting Law guidelines~~
- ~~Town of Chelmsford Sexual Harassment Policy~~
- ~~Town of Chelmsford Discriminatory Harassment Policy~~
- ~~Town of Chelmsford Professional Conduct Policy~~
- ~~Guidelines for scheduling meetings and hearings including refraining from scheduling concurrent with Election days or Town Meeting forums.~~
- ~~Town of Chelmsford Vision and Values Acknowledgement~~
- ~~Model Public Comment Policy for Boards, Committees, and Commissions~~

12-4 SPECIFIC BOARD, COMMITTEE, OR COMMISSION ORIENTATION MATERIAL

It is the responsibility of the Board/Committee/Commission to provide any orientation material specific to its public body and to meet as needed with new members to facilitate new member orientation.

The Town Manager and Town Clerk will hold an annual orientation session for newly appointed/elected Board/Committee/Commission members. Town Counsel will also be asked to attend this session. This meeting will address the content herein, will address

other relevant material, and will provide an opportunity for questions. This orientation meeting will be recorded to be made available for future reference. Existing members of Boards/Committees/Commissions are also welcome to attend.

~~12-5 SELECT BOARD ASSIGNED LIAISONS~~

~~The Select Board assigns liaisons to many of the Boards/Committees/Commissions. The current liaison assignment list is posted in the Select Board section of the Town Website. Details of the Liaison responsibilities and their relationship to the assigned Board/Committee/Commission are provided in the *Select Board Policies and Procedures* document Section 1-3.2.~~

~~Following annual assignment of liaisons, the liaison assignment list and Section 1-3.2 are distributed to each Board/Committee/Commission for which a liaison is assigned.~~

~~12-46 SELECT BOARD AND BOARD, COMMITTEE, OR COMMISSION SUPPORT~~

The Select Board recognizes the importance of supporting and fostering relationships with the Town's Boards/Committees/Commissions. Besides liaison assignments, the Select Board will execute the following practices which will be adjusted as needed to assure they are mutually beneficial:

- The Select Board Chair will host a periodic meeting with the Chairs of the Boards, Committees and Commissions to foster dialogue, facilitate awareness of other public bodies' roles and activities, and to discuss other support needed. The frequency of these meetings will be adjusted as appropriate but will occur at a minimum of every two years.
- The Select Board extends an open invitation for any Board/Committee/Commission to speak at a Select Board meeting. ~~about what it does. An e~~Examples of where this practice has been used is for a Board/Committee/Commission with vacancies to raise public awareness on its function and the new member needs, and to alert the community of issues of interest that may be under its purview. Requests to present at a meeting should be made to their Select Board Liaison, the Select Board Chair, and/or the Town Manager.
- ~~The Select Board extends an open invitation for any Board/Committee/Commission to present at a Board meeting. The presentation may be a general informational update and/or contain specific requests for support or guidance. Boards, Committees, and Commissions that want to present at a Select Board meeting can contact their Select Board Liaison, the Select Board Chair, and/or the Town Manager to coordinate their request.~~

~~12-7 TOWN MANAGER AND TOWN CLERK ORIENTATION SESSION~~

~~The Town Manager and Town Clerk will hold an annual orientation session for Board/Committee/Commission members newly appointed within the last year to review.~~

~~This meeting will address the content herein, will address other relevant material, and will provide an opportunity for appointee questions. This orientation meeting will be recorded to be made available for future reference and for appointees not able to attend the live meeting. Existing members of Boards/Committees/Commissions are also welcome to attend.~~