

COMMITTEE APPOINTMENT POLICY

A. PURPOSE:

This Policy serves to provide standard procedures for the acceptance of names, interview process, selection, and appointment of Hollis residents interested in serving on Boards, Commissions and Committees, hereinafter referred to as Committees, which are appointed by the Select Board. It will assist the Select Board in making informed choices for Committee appointments but does not replace the prerogative of the Select Board to choose the residents they feel are most qualified for appointment.

B. FILLING VACANCIES

- a. Appointments: Vacant positions are noticed and updated regularly on the town website.
- b. Interviews: Any resident of Hollis interested in serving on the Planning Board or Zoning Board of Adjustment shall be interviewed by the Select Board. Candidates for other boards may be interviewed at the Select Board's discretion. Interviews may be conducted in public session. Regular or Alternate Committee members seeking reappointment may not necessarily be required to interview.
- c. Submission of Interest: Interested residents of Hollis shall submit a completed Committee Volunteer Interest Application to the Town Administrator or his/her designee in order to be considered for appointment. The Town Administrator or his/her designee will forward the Volunteer Interest Application to each respective Committee Chairperson.
- d. Committee Recommendations: The Select Board will accept written recommendations for appointments from Committee Chairperson. However, the Select Board shall reserve the right to choose the resident they feel are most qualified for the appointment.
- e. Promotion of Alternate Members: Alternate members are appointed to Committees to serve if a regular member is unable to take his/her seat. Alternate positions are an excellent method of allowing a resident to become familiar with the requirements of the Committee and to gauge his/her ability to assume regular membership. It also gives the Select Board an opportunity to assess the resident's qualifications to serve as a regular member. Whenever feasible, first consideration for regular membership should be given to the most senior alternate member.

C. CRITERIA AND QUALIFICATIONS FOR CONSIDERATION

- a. Current Members: It is expected that regular members who are performing satisfactorily be reappointed. In determining performance, the Select Board may consider the following, both for regular members seeking reappointment and alternates seeking reappointment or regular appointment.
 - i. Attendance: It is expected that regular members understand the commitment required and attend meetings. Members who have more than three unexcused absences or an attendance record of less than 75% for any given calendar year should not be considered for reappointment. Extenuating circumstances may be considered.

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- ii. *Effort*: Members, particularly of the Town's Land Use Boards, are encouraged to participate in any training opportunities available to them and demonstrate consistent involvement and input at meetings, as evidenced by meeting minutes. Members who have not become knowledgeable about their duties or who have failed to comply with State law or Town ordinances and policies should not be considered for reappointment.
 - iii. *Attitude*: While differences of opinion are anticipated and encouraged; members are expected to be civil and observe recognized rules of order and procedures. Members who are disruptive or use their authority inappropriately, either on the Committee, or with other Town officials, should not be considered for reappointment.
- b. New Members:
- i. *Service on other Committees*: Candidates who have served on other Committees and performed well.
 - ii. *Background*: Education, experience, business, professional, or occupation which qualifies him/her for serving on the Committee.
 - iii. *Commitment*: Effort should be taken to verify that the candidate is aware of the time commitment and any other factors in the appointment.
 - iv. *Potential Conflict of Interest*: Candidates should be queried concerning possible conflicts between the appointment sought and business or other possible conflicts.

D. APPOINTMENT NOTIFICATION:

- a. Notification of Appointment: The Town Administrator or his/her designee will notify candidates who have been appointed and provide candidates with the Town's professional Guidelines and a copy of New Hampshire's Right-To-Know Law. Chairpersons of applicable committees will also receive notification of appointments within the same timeframe.
- b. Notification of non-Appointment: The Town Administrator or his/her designee will notify candidates who have not been appointed in writing within a timely fashion.
- c. Oath of Office: Candidates who have been appointed shall make and subscribe the oath or declaration as prescribed by part 2, article 84 of the Constitution of New Hampshire within two weeks of their appointment or the Select Board may consider other candidates. The moderator, town clerk, a Select Board member, or a justice of the peace are authorized to administer the Oath of Town Officers in accordance with RSA 42:2 and the town clerk shall keep on file a certificate of every oath taken by Town officers.

E. AMENDMENT PROCEDURE:

- a. This Policy may, from time to time, be amended by a majority vote of the Select Board at a regularly scheduled Select Board meeting.

F. EFFECTIVE DATE:

- a. This Policy shall take effect immediately following a majority vote of the Select Board at a regularly scheduled Select Board meeting.

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G. ADOPTED:

- a. Adopted February 4, 2008
- b. Amended March 9, 2009
- c. Amended July 13, 2020
- d. Amended November 14, 2022

David Petry, Chairman

Susan Benz, Vice-Chairman

Mark Le Doux

Paul Armstrong

Tom Whalen