

## **COMMITTEE & BOARD APPLICATION PROCESS**

Any resident of the Town of Carver may apply to be appointed to a committee or board. Interested residents shall be directed to complete a "Request for Appointment to a Vacancy" application which can be found on our website: <https://www.carverma.gov/home/pages/committees-boards-commissions-volunteers> as well as in the Select Board's office.

Applications can be mailed, emailed, brought into the Select Board's office at the Town Hall 2<sup>nd</sup> floor, or placed into the drop box located on the side of the Town Hall.

Once the application is received it goes before the designated appointing authority for consideration. There are some openings that require approval of multiple people/boards. This requires scheduling that may take additional time to coordinate. The application will be placed on a future scheduled agenda to provide public notification of intent to fill opening.

The Select Board shall make their appointments in public session. Interviews for all new applicants shall focus on the qualifications of the applicant and the role of the committee or board.

At least one month prior to appointments, the Select Board's office shall contact present committee members to notify them that their term is expiring. They will be eligible to apply unless otherwise restricted by a term limit.

For Committees/Boards which involve a significant amount of time in service to become a knowledgeable and useful member, present members will be given every consideration if they apply for an additional term. Members in good standing may be appointed at the discretion of the Select Board/appointing authority.

Applications are accepted at any time and will be considered during the appointment process annually in May.

It should be noted that "experience," while desirable, is *not* a requirement. The Select Board would like to encourage people who have not served before.

All new appointments expire on June 30 of any given year, unless otherwise defined by statute, bylaw or other rule. Whenever a vacancy occurs before the expiration of a term, the appointing authority shall appoint a member to fill out the unexpired portion of the term.