

# TOWN OF BUCKFIELD APPOINTMENT POLICY

## **STATUTORY TOWN OFFICERS/OFFICIALS/EMPLOYEES**

A statutory municipal officer/official/employee is a person who has been elected or appointed to a position required by Maine statute. These positions include Animal Control Officer, Assessor(s), Appeals Board, Code Enforcement Officer, E911 Addressing Officer, Election Clerks, Election Warden, Excise Tax Collector, Fire Chief, Health Officer, Moderator, Selectmen, General Assistance Administrator, Registrar of Voters, Road Commissioner, School Board, Sealer of Weights & Measures, Town Clerk, Tax Collector, and Treasurer. All statutory Town employees shall be re-appointed without need for application and/or interview. Statutory employees have employment rights that must be observed or legal repercussions could follow.

## **BOARDS/COMMITTEES**

### ***Establishment***

Boards/Committees shall be established by the Legislative Body or the Board of Selectmen at a Meeting duly called.

### ***Residency***

Any person seeking appointment to an established Board/Committee shall be a legal resident of the Town of Buckfield unless otherwise stipulated in the respective Board/Committee's governing document (i.e. By-Laws, Regulations, Ordinance, State/Federal Law).

### ***Compensation***

Duly appointed members of any Board/Committee shall serve on a volunteer basis and not be eligible for any type of monetary compensation for time served.

Town employees shall not serve on any Board/Committee in their employment capacity unless directed by the Board of Selectmen and/or State law. In the event a Town employee is duly appointed to a Board/Committee, said employee shall be eligible for monetary compensation at his/her rate of pay for time served.

### ***Notice of Vacancy***

The Town Clerk shall continuously maintain a list of vacancies for all Boards/Committees. Said list shall be posted on the Town's web site, the public access channel, and at least three (3) conspicuous public places within the limits of the Town of Buckfield.

### ***Application***

Any person seeking appointment or reappointment to an established Board/Committee shall complete and submit an application. Said application shall be provided by the Town via the Town Office or the Town's web site.

### ***Appointment***

Upon receipt of a completed application, the Board of Selectmen, at a meeting duly called, shall consider said application and decide, by majority vote, whether or not to appoint the applicant.

Applicants shall not be subject to an interview by the Board of Selectmen unless the Board, at its discretion, deems it necessary. In the event the Board elects to interview an applicant, the Town Manager shall inform the applicant at least seven (7) days prior to the interview date determined by the Board of Selectmen.

The Board of Selectmen is the sole appointing authority and reserves the right to accept or reject any and all applications.

***Term of Appointment***

The Board of Selectmen shall determine, by majority vote, the term of appointment giving consideration to the applicant's term preference.

All terms shall commence on the date of appointment and expire on June 30<sup>th</sup>.

***Appointment Notification***

The Board of Selectmen or its designee shall notify the Town Clerk of any and all appointments.

Within three (3) business days from said notification, the Town Clerk shall notify the appointee of the Board of Selectmen's action and inform the appointee of the need to visit the Town Office for the purpose of receiving the administration of an Oath of Office by the Town Clerk.

***Appointee Provisions***

Once the Oath of Office has been administered, the Town Clerk shall provide the appointee with any documents (i.e. By-Laws, Ordinance, Regulation) affiliated with the Board/Committee to which the appointee has been appointed.

**POLICY ENACTMENT**

This Policy was enacted by the Board of Selectmen at a Meeting duly called on August 6, 2013

**POLICY AMENDMENT(S)**

This Policy was amended by the Board of Selectmen at a Meeting duly called on November 19, 2013.