

BOARDS AND COMMISSIONS – RULES OF APPOINTMENT POLICY

Selection Process

1. The Town Clerk shall advertise in a local newspaper the commissions, committees, and boards that will have upcoming appointments using the following schedule:

Appointment Period	Advertising Period	Filing Deadline
January – March	October	November 15
April – June	January	February 15
July – September	April	May 15
October – December	July	August 15

2. The Town Clerk shall notify individuals whose terms are about to expire, by letter, to determine if that individual wishes to be considered for reappointment.
3. Upon receipt of an application, the Town Clerk shall retain the original and distribute a copy of each application received to the Town Manager who will forward a copy to the Town Council. The Town Clerk will also acknowledge in writing to the applicant receipt of each application.
4. The application shall remain on file for a period of one year from the date received and may be considered should vacancies for that particular committee, commission or board occur during that time. At the end of one year applications will no longer be on file.
5. All applications received shall be available for public review in the office of the Town Clerk.
6. The charge for each board, commission or committee shall be available in the office of the Town Clerk.

Requirements for Membership

1. Applications for the various commissions, committees, and boards shall be available in the Town Clerk's office and on the Town web site eastgreenwichri.com.
2. Applications shall be completed and submitted to the Town Clerk no later than the advertised filing date.
3. Individuals wishing to be considered for reappointment shall notify the Town Clerk prior to the expiration of the filing date.

4. No person shall be appointed to serve concurrently on more than one commission, committee, or board created by the Town Council with the exception of ad hoc commissions, committees or boards.
5. When any member of a commission, committee or board is absent for (3) consecutive meetings, the Chairperson shall notify the Town Clerk, who shall in turn notify the Town Council for direction. Should the Chairperson recognize any other attendance deficiencies, the Town Clerk shall be notified, who shall in turn notify the Town Council for direction.
6. The applicant shall comply with all State Laws and Regulations as well as Ethics Commission requirements for appointees.
7. Applicants shall be residents and electors of the Town of East Greenwich.

Appointment Review Process

1. The Town Council shall review each application and may invite specific candidates to an interview with the Council prior to a regularly scheduled meeting or work session. Candidates interviewed by the Town Council will be sent a letter of appreciation by the Town Clerk.
2. Candidates who are appointed by the Town Council shall receive a letter of appointment.
3. The chair of the board or commission to which a reappointment is made may make a recommendation on the candidate.

Reappointment Review Process

1. The Town Council may interview individuals who seek reappointment to a Board or Commission.
2. The chairperson of each commission, committee or board shall submit an attendance record, to the Town Clerk, for those individuals wishing to be considered for reappointment.
3. The chair of the board or commission to which a reappointment is made may make a recommendation on the candidate.