

BACKGROUND:

The Select Board is responsible for the appointment of members of the public to a variety of boards/committees/commissions according to the Town Bylaw. In making such appointments, the Select Board considers the following factors: the evaluation and recommendation of applicants by the board/committee/commission; candidates' specialized skills, knowledge, and experience; and accordance with the Anti-Racism and Anti-Bias Resolution adopted by Town Meeting on April 11, 2023, which is an appendix to this policy.

PURPOSE:

The purpose of this Appointments Policy is to clarify the appointment process to be followed by the Select Board for all appointments to other Town boards/committees/commissions as specified in the Town's General Bylaws Article 19.7, other relevant sections of the Town's General Bylaws, and ad hoc and special committees.

POLICY:

This Appointments Policy is intended to support service to the community, encourage citizen participation, and make appointments in a clear and transparent manner of those persons most qualified to be members of Town boards/committees/commissions in accordance with the Town's Bylaws and Anti-Racism and Anti-Bias Resolution.

The following policies will help guide the appointment process:

1. **Qualifications and experience:** The Select Board will prioritize candidates who offer specialized skills, knowledge, or experience that will be helpful to the work of that board/committee/commission.
2. **Diversity:** In order to reflect a true cross section of the community, the Select Board will seek to appoint members from diverse backgrounds and fields of expertise whenever possible. Diverse backgrounds will be consistent with the Town's Anti-Racism and Anti-Bias Resolution.
3. **Broad community engagement:** To allow for broad community engagement and to avoid conflicts of interest, the Select Board will endeavor to appoint candidates who are not currently serving on other boards/committees/commissions or appointed positions, except where the membership on a board/committee/commission is specifically identified as a requirement, or there is deemed to be a synergistic value to simultaneous service.
4. **No political patronage:** In all appointments, the Select Board will avoid political patronage by judging all candidates on merit, experience, and qualifications only.
5. **Term:** The Select Board shall endeavor to make its annual appointments in June. Appointments made in June shall have terms beginning on July 1 and expiring on June 30. In addition, as the need arises, and solely at the discretion of the Select Board, a process similar to annual appointments may be followed to make vacant

seat appointments throughout the year for terms to take immediate effect, with expiration dates of June 30, or consistent with the seat being filled. Terms shall not exceed three years, unless specifically allowed by Massachusetts General Laws.

6. **Select Board vote:** As a practical courtesy, action on appointments shall be taken with the full Select Board in attendance whenever practicable. Appointments shall be made by majority vote of the Board unless otherwise provided by law.

APPLICABILITY

The Select Board has the authority to appoint all boards/committees/commissions outlined under Article 19.7 of the General Bylaws, and jointly with the Planning Board under Article 45.1. From time to time, the Select Board may appoint persons to ad hoc or special committees, as the need arises.

APPOINTMENT PROCEDURE AND TIMELINE:

1. **List of current appointments (ongoing):** The Select Board Office will maintain a current list of all appointments made by the Board, including contact information, as well as any vacancies that may exist. The list will include each board/committee/commission, appointee names, term of appointment, and other information relevant to each board/committee/commission.
2. **Initial outreach to underlying board/committee/commission chair (by early March):** Annually, prior to the Select Board taking up appointments for the following fiscal year, the Select Board chair or their designee and the Select Board liaison will contact the underlying board/committee/commission chair to discuss the qualifications or other needs of the underlying body and determine if existing members with expiring terms fulfill those qualifications and other needs.
3. **Notification of members with expiring terms (by mid-March):** Following the feedback from the Select Board chair or designee and the Select Board liaison, the chair of the underlying body will contact any existing member(s) whose appointment is expiring to either thank them for their service and note that reappointment will not be brought forward, or ascertain whether the existing member(s) seek(s) reappointment. Following this discussion, the chair of the underlying body will confirm the outcome with the Select Board liaison and notify the Select Board Office via email. The list of appointments will then be updated for each board/committee/commission to reflect all vacancies.
4. **Advertising (by early April):** A list of vacancies will be advertised on the Town's website, in other appropriate media, and in the Select Board Office, describing the process by which residents may apply to fill such vacancies. Advertisements will incorporate the agreed upon and/or required qualifications. The Select Board Office will accept applications from persons interested in serving, and the Select Board, at its discretion, may solicit applications.
5. **Application Process (by late April):** Persons seeking appointment will be required to complete a Town application for the position(s) they are seeking, and will be encouraged to provide a resume, if available, directly to the Select Board Office.

6. **Screening Process (by early May):** The Select Board Office will provide copies of the completed applications to the board/committee/commission chair. The underlying chair will then seek feedback from the Select Board chair and liaison on the applications.
7. **Interviews (by late May):** The underlying board/committee/commission will interview the applicants. The underlying chair may invite the Select Board liaison to participate in the interview process. The Select Board, in its sole discretion, may also interview persons seeking appointment.
8. **Evaluations and recommendations (by early June):** The Select Board Office will request recommended candidates for appointment or reappointment from the board/committee/commission chair.. Recommendations for appointment or reappointment shall include each candidate's qualifications and/or experience and describe how the candidate meets the needs of the board/committee/ commission. The evaluation and recommendation will be strongly considered by the Select Board along with the other factors described in this policy.. Evaluations and recommendations shall include contact information including email and telephone number.
9. **Attend a Select Board meeting (by mid-June):** The Select Board may request that the chair of a board/committee/commission that is recommending appointments attend a Select Board meeting to discuss those appointments prior to the Select Board taking action.
10. **Timing of appointments:** The Select Board will endeavor to make appointments prior to July 1st of each year, or as vacancies occur.
11. **Updated Appointments Listing (by late-July):** Once appointments are made, the list of appointments will be updated by the Select Board Office, and the Select Board Office will provide each appointee with a letter of appointment. The Town Clerk will be provided with a list of persons who are resigning their appointment, and those who have been appointed.

DEFINITION

None.

REGULATORY / STATUTORY REFERENCES:

This policy is subject to the requirements set forth in Town of Wellesley, Article 19.7, and Article 45.1.

APPROVED BY THE SELECT BOARD ON:

Original date: SEPTEMBER 11, 2017

Ellen F. Gibbs (Chair), Jack Morgan, Marjorie R. Freiman, Thomas H. Ulfelder, Beth Sullivan Woods

Revised dates: March 12, 2024

Thomas H. Ulfelder (chair), Colette E. Aufranc, Beth Sullivan Woods, Lise M. Olney, Marjorie R. Freiman

**APPENDIX
Anti-Racism and Anti-Bias Resolution**

WHEREAS the United States of America, of which the Commonwealth of Massachusetts and the Town of Wellesley are part, was founded upon the self-evident truths that all humans are created equal, and endowed by their creator with inalienable rights; and

WHEREAS the United States of America, including Massachusetts and the Town of Wellesley, have made great strides in treating its citizens equally and respectfully upholding undeniable rights; and

WHEREAS history has shown that despite its clear foundational principles and progress, the United States, including Massachusetts and Wellesley, have, at the same time, perpetuated unequal treatment of people due to their race, skin color, religion, national origin, ethnicity, age, sex, gender, gender identity/expression, class, socio-economic status, sexual orientation, disability; and

WHEREAS the racial, ethnic, gender, sexual orientation, class and disability disparities which persist across a broad spectrum of social measures, including wealth, health, education, housing, and public safety are detrimental to all members of a community; and

WHEREAS the people of the Town of Wellesley repudiate discrimination on the basis of characteristics such as race, skin color, religion, national origin, ethnicity, age, sex, gender, gender identity/expression, class, socio-economic status, sexual orientation, disability, or any other factors; and

WHEREAS the Town's 2019 Unified Plan names diversity as a key value in the Town and recommends that the Town "[e]stablish, implement and support ongoing initiatives to maintain Wellesley as a community that welcomes a diversity of people and households"; and

WHEREAS the Wellesley Select Board has issued a Statement on Anti-Racism and Anti-Bias and the Wellesley School Committee has issued an Anti-Racism Resolution;

WHEREAS the people of the Town of Wellesley reaffirm their commitment to ensure that all people in Wellesley will receive and can expect to receive fair and equitable treatment from the Town's government, institutions and community members, by working to dismantle discrimination and bias and improve and make available opportunities to everyone;

NOW THEREFORE be it RESOLVED and AFFIRMED, that the Town of Wellesley, acting by its Annual Town Meeting duly assembled, endorses and adopts the following statement for the guidance of all affiliated with its government in any capacity, as well as supports the baseline work to move forward with these commitments:

**Administrative
Policy and
Procedure**

**Select Board
APPOINTMENTS
Approved:**

- *We commit to working with our constituents, institutions, organizations, businesses, employees, and stakeholders to create a more welcoming and more inclusive Town of Wellesley.*
- *We commit to improving representation, participation, and opportunities available to people of color and other underrepresented groups, as well as to dismantling institutional racism and bias.*
- *As a Town, we will respond to stop intolerance or hate based on race, skin color, religion, national origin, ethnicity, age, sex, gender, gender identity/expression, class, socio-economic status, sexual orientation, disability, or any other like characteristic.*
- *We will acknowledge, address, and repudiate any and all expressions of hate, prejudice, and discrimination, including all forms and expressions of exclusion, bigotry, intolerance, and bullying toward any individual or group.*
- *We will also work to transform institutions, policies, procedures, and the workforce to reflect and honor the diversity of the community.*

Approved by Wellesley Annual Town Meeting on April 11, 2023