

BACKGROUND:

The Select Board is responsible for the appointment of members of the public to a variety of Appointed Boards according to the Town Bylaws. In making such appointments, the Select Board considers the following factors:

1. The needs of the Appointed Board as identified by the Select Board and the Appointed Board.
2. The evaluation of applicants' specialized skills, knowledge, and experience as identified through Volunteer Information Forms, resumes, interviews, and other sources.
3. Recommendations from the Appointed Board.

The Select Board acknowledges the Anti-Racism and Anti-Bias Resolution adopted by Town Meeting on April 11, 2023, and affirms its relevance as background to this Appointments Policy.

PURPOSE:

The purpose of this Appointments Policy is to set forth the Select Board's policy and procedures for making appointments to Appointed Boards and provide guidance to the Appointed Boards during the process. Furthermore, the Appointments Policy is intended to support the specialized work of Appointed Boards and encourage citizen participation in town government.

POLICY:

The Select Board shall seek to make appointments in a consistent and transparent manner, in accordance with the Town's Bylaws and the Anti-Racism and Anti-Bias Resolution. Appointments will be based on merit, qualifications, and experience, and guided by the following principles:

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 the Appointed Board.
2. **Diversity:** In keeping with the Anti-Racism and Anti-Bias Resolution, the Select Board values diversity of background, lived experience, and perspective as factors that strengthen the work of Appointed Boards. All candidates shall be evaluated on merit, experience, and qualifications, with diversity understood as one element of those qualifications.
3. **Consideration of Other Town Service:** To encourage broad participation and avoid potential conflicts of interest, the Select Board shall take notice of other elected and appointed positions candidates currently hold.
4. **Reappointments:** Recognizing that the needs of each Appointed Board may evolve over time, and that the composition of the Select Board may change annually, members of an Appointed Board whose terms are expiring and who seek reappointment shall be considered in the same manner as prospective new candidates for that Appointed Board.
5. **Interview Process:** The Select Board cannot dictate an Appointed Board's actions but has an interest in understanding the interview process, particularly whether or not all members of the Appointed Board were involved in the interview and nomination process. If not, the Select Board will consider the following:
 - Did all members of the Appointed Board give feedback on the needed qualifications of applicants?

- Did the Appointed Board clearly delegate that authority to a sub-committee or individual?
- Did the sub-committee or individual bring back recommendations to all members of the Appointed Board for discussion and ratification?
- Did all members of the Appointed Board see all material information, including Volunteer Information Forms, resumes, and other documents?
- Were all members of the Appointed Board presented with a rationale for those applicants recommended and those who were not recommended?

6. **No Political Patronage:** Appointments shall be free from political patronage and favoritism. Candidates will be judged on merits, experience, and qualifications.
7. **Term:** The Select Board shall endeavor to make its annual appointments in June, with terms running from July 1 through June 30, unless a different term length is established by the Town Bylaws for a particular Appointed Board position. When the Town Bylaws do not specify a term length for an Appointed Board position, the term of appointment shall be one year, unless otherwise required by law. Terms shall not exceed three years, unless specifically permitted by Massachusetts General Laws.
8. **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 Appointed Boards 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 subcommittees, and ad hoc or special committees, as the need arises.

PROCEDURE AND TIMELINE:

1. **List of Current Appointments (ongoing):** The Select Board Office will maintain an up-to-date register of all appointments to Appointed Boards, which shall include appointee names, vacancies, terms of appointment, contact information, and other information relevant to the applicable Appointed Board position.
2. **Initial Outreach to Appointed Board Chair (ideally by early March):** By early March, the Select Board chair (or designee) and/or liaison shall consult with the chair of each Appointed Board to discuss and identify needed qualifications.
3. **Notification of Members with Expiring Terms (ideally by mid-March):** Chairs of Appointed Boards will be asked to notify members whose terms are expiring and ask whether they would wish to apply for reappointment.
4. **Advertising (ideally by early April):** A list of vacancies will be posted on the Town website and other media, with application instructions, desired qualifications, and other relevant information. Select Board members, at their discretion, may solicit applications.
5. **Application Process (by late April):** Unless otherwise determined by the Select Board chair and liaison, applicants (including existing members of the Appointed Board who are

seeking reappointment) shall complete a Town application and shall be encouraged to provide a resume or similar document to the Select Board Office.

6. Interviews (ideally by late May):

- a. The Select Board will determine whether and how Select Board members will participate in the interview process for appointments to Appointed Boards.
- b. Any individual Select Board member may request additional information on a candidate via staff, the results of which will be shared with all members of the Select Board.
- c. In its sole discretion, the Select Board may decide that interviews will be led by the Select Board, or, alternatively, that the Appointed Board will conduct the interview. If interviews are conducted by the Appointed Board, the Select Board may supplement such interviews with additional interviews of its own.
- d. If interviews are led by the Select Board, the Appointed Board will be advised ideally by mid-May, and the Appointed Board chair or their designee(s) will be invited to join the interviews.
- e. If interviews are conducted by the Appointed Board, the Select Board will request that an outline of the interview process be shared with the Select Board when recommendations are made for appointment to ensure a clear understanding of the process, including how the Appointed Board (or a subset thereof) is involved and how outcomes are communicated.
- f. If interviews are conducted by the Appointed Board, the chair of the Appointed Board may invite the Select Board chair and/or liaison to participate directly in the Appointed Board's interview process.

7. Evaluations and Recommendations (ideally by early June): If the Appointed Board conducts interviews, the Select Board Office will request a list of recommended candidates for appointment or reappointment from the Appointed Board chair. Recommendations for appointment or reappointment shall include:

- a. Each recommended candidate's contact information (telephone number and email address), qualifications and/or experience.
- b. A description of how the recommended candidate meets the needs of the Appointed Board.

The evaluation and recommendation will be considered by the Select Board along with the other factors described in this Appointments Policy.

8. Attend a Select Board Meeting (ideally by mid-June): The Select Board may request that the chair of an Appointed Board that is recommending appointments attend a Select Board meeting to discuss those appointments prior to the Select Board taking action.

9. Timing of Appointments: The Select Board will endeavor to make appointments prior to July 1st of each year or within a reasonable amount of time following notice of a vacancy on an Appointed Board.

10. Updated Appointments Listing (ideally by late-July): Once appointments are made, the register 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. The Town Clerk will make arrangements for swearing in of appointees.

DEFINITION

1. **Appointed Board:** all boards, committees, commissions, and similar bodies appointed by the Select Board.

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.

Revised dates: January 6, 2026

Marjorie R. Freiman (chair), Thomas H. Ulfelder, Colette E. Aufranc, Beth Sullivan Woods, Kenneth C. Largess III.

The Select Board reserves the right to amend this policy at will.