

Town of East Greenwich
Rules of Appointment Policy
Boards, Commissions and Committees

Selection Process

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

Vacancy Period	Advertising Period
January – March	October
April – June	January
July – September	April
October – December	July

2. Upon receipt of an application, the Town Clerk shall date stamp it and forward it to the Town Manager and Town Council for consideration. The Town Clerk will acknowledge the receipt of each application in writing or by email to the applicant.
3. The application may be considered for one year should vacancies for that particular board, commission or committee occur during that time. At the end of three years, applications will no longer be on file.
4. All applications received shall be available for public review in the office of the Town Clerk.
5. The charge for each board, commission or committee shall be available in the office of the Town Clerk.

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Requirements for Membership

1. Applications for the various boards, commissions and committees shall be available in the Town Clerk's office and on the Town's web site at www.eastgreenwichri.com .
2. Applications shall be completed and submitted to the Town Clerk.
3. No appointed member of the Town government shall hold more than one elective or appointive position in the Town government, with the exception of ad hoc or study commissions, at the same time.
4. When any member of a board, commission or committee is absent for three (3) consecutive meetings or the chairperson should recognize any other attendance deficiencies, the chairperson shall notify the Town Clerk, who shall in turn notify the Town Council for direction. Any appointee who is absent without cause for three (3) consecutive meetings may be subject to removal by the Town Council.
5. The applicant shall comply with all State Laws and Regulations as well as Ethics Commission requirements for appointees.
6. 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. Applicants interviewed by the

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Rules of Appointment Policy
Boards, Commissions and Committees

Town Council will be sent a letter of appreciation by the Town Clerk.

2. Applicants who are appointed by the Town Council shall receive a letter of appointment from the Town Clerk's office. Appointees shall come to the Town Clerk's office to be sworn in for each term.

Reappointment Review Process

1. The Town Clerk shall notify individuals whose terms are about to expire, by letter or by email, to determine if that individual wishes to be considered for reappointment.
2. Individuals wishing to be considered for reappointment shall notify the Town Clerk by letter or by email prior to the expiration date in the letter sent to them.
3. Consideration may be given to an alternate member of a board, commission or committee to move into a full position as a regular member if they request to do so by letter or by email.
4. Members are reappointed at the discretion of the Town Council.
5. The Town Council may interview individuals who seek reappointment to a board, commission or committee.
6. The chairperson of each board, commission or committee shall submit an attendance record, to the Town Clerk, for those individuals wishing to be considered for reappointment.

Town of East Greenwich
Rules of Appointment Policy
Boards, Commissions and Committees

7. The chairperson of the board, commission or committee may make a recommendation of the candidate to which a reappointment is made.m

8. A person may serve on any board or commission for a total of three terms or 10 years, whichever is less, even if the person serves on two or more different boards or commissions. After three terms or 10 years, whichever is less, the board or commission member cannot serve on any board or commission for two years. However, effective January 1, 2005, every current member of a board or commission may be reappointed to one term, at the expiration of their current term, regardless of their years of service. Upcoming openings, vacancies and/or reappointments shall be advertised. If no one applies for the position, the term limit of the member whose term is expiring does not apply for one additional term and that person can be reappointed. Every board or commission shall have a defined term of service that is not less than three years, unless otherwise stated in the Charter, by ordinance, or by state law. These provisions do not apply to alternates or to ad hoc boards or commissions.

Adopted by Town Council: _____