

**TOWN OF KENNEBUNK  
STATEMENT OF POLICY  
APPOINTMENTS TO BOARDS, COMMITTEES & COMMISSIONS**

The Kennebunk Select Board believes that citizens are best served through a high degree of citizen participation in their government. One important opportunity for participation is through appointments to Town boards, committees and commissions (hereinafter referred to as committees). Our committees perform many vital functions in providing for the public health, safety and welfare of the citizens of Kennebunk. As these functions are so important, it is advisable to have citizens serving on committees who have varied expertise and who represent a broad cross section of our community. It is also advisable to have turnover on committees to ensure as extensive participation as is possible and to encourage new ideas and new approaches to come forward.

Each appointment is for the length of the term and does not ensure re-appointment at the end of the term. Regular terms are for three (3) years unless filling a vacancy; those vacancy appointments shall be for the remaining length of that respective term. Alternate terms are for one (1) year unless filling a vacancy; those vacancy appointments shall be for the remaining length of that respective term. These views are the basis for the following statement of policy:

1. The Select Board shall annually post all expiring terms on committees. The notice shall include the Town's website and any other media release the Board deems necessary.
2. The Select Board shall seek to meet with all prospective new appointees in order to discuss special qualifications, expertise and interest of applicants.
3. The Select Board shall review attendance records to ensure that citizens seeking reappointment have been active members. Attendance records shall be maintained for each committee. The Secretary shall ensure attendance is taken. Issues relating to non-attendance of a committee member shall be reported to the Town Manager by the staff member or Chairman of the committee.
4. A citizen may serve (appointed) as many consecutive terms as he/she is willing to serve.
5. Citizens may serve on more than one (1) binding committee at a time provided there is no conflict of interest, whether it be financial or role-related.
6. The Chairman, Vice Chairman, and Secretary of each committee shall be elected from among the membership. The Town provides paid secretarial assistance only for regular meetings of the Board of Assessment Review, Historic Preservation Commission, Planning Board, Site Plan Review Board, and Zoning Board of Appeals.
7. The Select Board, as the appointive authority, reserves the right to collectively and individually use whatever additional factors it deems appropriate in considering the appointment or reappointment of a citizen or non-resident to a Town committee.
8. If the Board chooses not to reappoint a resident he/she shall have the ability to request a meeting with the Board to discuss the reasons for the decision.

9. A schedule of committee meetings shall be provided to the Town Clerk. Immediately following each meeting where the official minutes have been approved, they shall be provided to the Town Clerk. Electronic transmittal of minutes is preferred.
10. Attendance is required to be taken at all meetings and provided to the Town Clerk with the meeting minutes. The Secretary will fill out a summary of the attendance in each committee's official binder.
11. Filling of regular vacancy positions by alternates shall be voted on by a majority vote of the Select Board. The longest serving alternate or first on the list of candidates is not a guarantee of the vacancy filling. The committee's Select Board Liaison shall provide information for the Board's consideration.
12. All regular committee members shall attend the Maine Freedom of Access training session once during their three-year appointment. The Chairman shall attend procedural training as recommended by the Select Board.
13. Non-residents may be appointed to a non-binding committee provided the appropriate demonstration of the citizen's skill, knowledge, desire and interest in serving the Town of Kennebunk is demonstrated. The appointment will be to an alternate position for a one (1) year term. If the committee does not have alternate positions, the appointment will be to a regular position for a one (1) year term.
14. Regular/permanent full and part-time employees of the Town of Kennebunk may not serve on any Town committee, except by ex-officio appointment. This limitation does not apply to individuals who are hired by the Town to serve as temporary workers, occasional instructors in the Recreation Department programs, or volunteer fire/rescue and volunteer police personnel; such individuals may serve on a committee related or unrelated to their work for the Town.

**DRAFT: December 27, 2012**

**APPROVED: May 14, 2013**

**ADJUSTED: February 27, 2020 (changed Board of Selectmen to Select Board)**