

TOWN OF KENNEBUNK
POLICY FOR BOARD, COMMITTEE & COMMISSION APPOINTMENTS

The Kennebunk Select Board believes that residents are best served through a high degree of resident 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 residents of Kennebunk. As these functions are so important, it is advisable to have residents 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:

1. Each year, the Select Board shall choose two (2) of its members to serve on the Appointment Working Group.
2. The Appointment Working Group shall consist of 5 members; two (2) members of the Select Board, the Town Manager or their designee, the Town Clerk or their designee and one (1) staff member.
3. The Appointment Working Group shall review applications for and recommend persons for appointment to various committees and advisory groups which are appointed by the Select Board, except that the Appointment Working Group shall not make recommendations as to the subcommittees of the Select Board.
4. The Appointment Working Group does not have the power of executive action and shall provide its recommendations for committee appointment to the full Select Board for consideration of a vote.
5. The Town Clerk shall annually post all expiring terms on committees. The notice shall include the Town's website and any other media release the Select Board deems necessary.
6. Interested individuals shall submit an application to the Town Clerk by a set deadline. This also includes committee members whose terms are expiring and who wish to continue serving on the committee.
7. The Town Clerk shall forward all applications to the Appointment Working Group and set a meeting date for the committee to review applications.
8. The Appointment Working Group shall meet with all prospective appointees in order to discuss special qualifications, expertise and interest of applicants.
9. The Appointment Working Group shall review attendance records for applicants currently serving on a committee to ensure that those individuals have been active members. Attendance records shall be maintained for each committee. All committees shall ensure

attendance is taken. Issues relating to non-attendance of a committee member shall be reported to the Town Manager by the Select Board or staff liaison or Chair of the committee.

10. Filling of vacancy positions by alternates and/or appointees shall be voted on by a majority vote of the Select Board following recommendation from the Appointment Working Group. The longest serving alternate or first on the list of candidates is not a guarantee of the vacancy filling.
11. Residents 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. Binding committees are: Board of Assessment Review, Budget Board, Fair Hearing Authority, Historic Preservation Commission, Kennebunk River Committee, Planning Board, Site Plan Review Board and Zoning Board of Appeals. A resident of the Town is defined, in these rules, as a legal resident of Kennebunk that would be eligible to register to vote in the town.
12. Non-residents may be appointed to a non-binding committee provided the appropriate demonstration of the individual's skill, knowledge, desire and interest in serving the Town of Kennebunk is demonstrated.
13. Regular/permanent full and part-time employees of the Town of Kennebunk may not serve on any Town committee, except by ex-officio appointment.
14. The Appointment Working Group reserves the right to collectively and individually use whatever additional factors it deems appropriate in considering the appointment of a resident or non-resident to a Town committee.
15. All appointed members are expected to review and abide by the procedures and policies within the Committee Handbook.
16. If the Board chooses not to appoint a resident or non-resident, he/she shall have the ability to request a meeting with the Appointment Working Group to discuss the reasons for the decision.

APPROVED: May 14, 2013

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

AMENDED: March 26, 2024