TOWN OF RAYMOND
401 Webbs Mills Road
Raymond, Maine 04071

Board of Selectmen Appointment Protocol

Reappointments

- All appointed terms of board and committee members shall be considered to begin on August 1 of the year appointed unless filling the incomplete term of another member, and shall expire on July 30th of the year of expiration. Members appointed to complete a vacated term shall serve from the date appointed and sworn in to the term expiration.

- The Town Clerk shall submit to the Selectmen at their first regular meeting following Town Meeting a list of all board or committee members whose terms are due to expire. Prior to submittal the Clerk shall ascertain to the best of their ability whether or not the member desires to serve another term and forward that information to the Selectmen along with the list.

- If unforeseen circumstances prohibit the Selectmen from making appointments prior to August 1 the existing members shall serve until re-appointed or the position refilled.

Filling positions vacated by resignation prior to the end of a term

- Upon receipt of written resignation public notification will be made by the board or committee from which the resignation is occurring announcing the resignation as a formally stated agenda item at the next regularly scheduled meeting.

- After the announcement of the resignation at the board or committee meeting, the formal acceptance of the resignation will be an agenda item for the next available Selectmen's Meeting.

- After the Selectmen accept the resignation, an advertisement for interested candidates will be run in both the Raymond Road Runner and the Suburban News. Applications will be accepted for a 30-day period from the date of publication. After applications close, all applications will be forwarded to the board or committee for consideration at their next regularly scheduled meeting.

- Consideration of candidates will then appear as a formally stated board or committee agenda item at the next regular meeting wherein the board or committee will make a recommendation for appointment to the Board of Selectmen.

- The recommendation will then be submitted to the Selectmen and considered as an agenda item at the next regular Selectmen's Meeting.

- The Selectmen will make an appointment within 30 days based on the qualifications and background of the candidates seeking the position and the recommendation of the board or committee.

Removal of members

- Non attendance – The Selectmen shall, at the review and request of a board or committee, consider the removal of a member from such board or committee for repeated and continual absences without notification to the board or committee and good cause.

- Conflict of interest – the Selectmen shall rely on 30-A MRSA 2605. Conflicts of interest. As the basis for consideration of removal of a member of an appointed board or committee.

Complaints brought by the public

- Should any member of the public bring a complaint regarding the conduct of a board or committee member or their ability to serve in their capacity to the attention of a board, committee, the Selectmen or the Town Manager, the complaint shall first be forwarded to the board or committee on which the member serves to be reviewed at their next regularly scheduled meeting. A review of the complaint shall be conducted and a recommendation be forwarded to the Selectmen. The Selectmen shall then hear the complaint at their next regularly scheduled meeting independent of any action of the involved board as required by law.

- The selectmen shall schedule a hearing in executive session at their next regularly scheduled meeting to determine if the complaint has merit and if so to consider the removal of the member. This hearing shall be open to the complainant and the member and shall be held in public at the request of the member. Should the member be unable to attend a scheduled hearing it shall be rescheduled to accommodate their attendance.

Adopted this 6th day of May, 2003

Ada Brown, Chairman

Dana Desjardins

Charles Leavitt

Christine McClellan

Betty McDermott