

**TOWN OF CALAIS, VERMONT**  
SELECTBOARD POLICY AND PROCEDURE  
MUNICIPAL BODIES & APPOINTMENTS

**1) PURPOSES**

- a) The Selectboard establishes this policy to standardize procedures associated with the formation or dissolution of Town of Calais Commissions, Boards, and Committees, and to facilitate consistent administration of appointments made by the Selectboard. This policy defines opportunities for citizens to seek appointment and establishes a process for giving appointments due consideration.
- b) This policy is a guiding framework but shall not limit the powers or function of the Selectboard on these matters as conferred by the State of Vermont and the Calais Town Charter.

**2) ADOPTION & APPLICABILITY**

- a) This policy is effective upon adoption by the Selectboard. It may be amended and readopted by majority vote of the Selectboard at any duly warned meeting.
- b) This policy shall apply to:
  - i) Vacancies in unexpired terms for elected Town offices as defined by Vermont law;
  - ii) **Municipal Bodies**, including commissions, boards, and committees, as listed on the Town of Calais Organizational Chart and posted on the Town Website;
  - iii) **Individual Appointees and Delegates**, as listed on the Town of Calais Organizational Chart and posted on the Town Website;
  - iv) **Delegates to Regional Bodies**, as listed on the Town of Calais Organizational Chart and posted on the Town Website.

**3) Establishment, Combination, or Dissolution of a Municipal Body**

The Selectboard is responsible for creation, combining, or dissolution of a municipal body. The action to create, combine, or dissolve a municipal body shall be presented in writing and include all items listed in paragraphs a-f of this section. This policy encourages the Selectboard to combine committees of common interest or functions to support

coordinated decision-making, optimize contributions of skilled volunteers, and reduce direct or indirect costs associated with committee administration.

**a) Classification of a Municipal Body**

- i) Each municipal body shall be classified as a standing body or finite ad hoc body. Standing bodies should be named in a manner that is consistent with existing classifications.
- ii) Selectboard action establishing finite ad hoc bodies shall define a time certain at which point the body will dissolve, such as the completion of a report or project, a date certain, or a vote of the committee.

**b) Powers, Duties, and Charge of a Body**

In creating a municipal body, the Selectboard shall define the powers, duties and charge of such body unless it is otherwise defined by charter or general law (such as the Planning Commission pursuant to 24 VSA 4325).

**c) Membership of a Body**

- i) The maximum and minimum number of seats on any municipal body shall be defined. This policy encourages an odd number of members on municipal bodies. In determining the number of seats, the Selectboard shall consider the body's scope of work or function and the community's capacity to adequately and consistently fill the appointed positions.
- ii) To further the interests of diverse, expert, or representative membership, the membership of a body may include specific requirements, including but not limited to:
  - (1) residency;
  - (2) desired expertise, skill, and experience (if applicable to the function of the body); or
  - (3) representation of important interest groups or community stakeholders;
  - (4) expressed commitment to the purpose of the body and a clear understanding of the goals and priorities of its mission;
  - (5) availability to regularly attend meetings.
- iii) This policy encourages the Selectboard to regularly review the number of seats, relevant requirements, and desired representation of existing bodies, in consultation with the body's chair.

#### **d) Membership Terms**

The duration of terms and expiration date of all seats shall be defined. This policy encourages staggered, multi-year terms for standing Committees, Boards, and Commissions. The intent of staggered terms is to provide continuity of membership and the transfer of institutional knowledge.

#### **e) Meeting Days, Times, & Frequency**

The intended days, times and frequency of a municipal body's meetings may be defined by the Selectboard to encourage citizen participation, avoid conflicts with other bodies, avoid meeting room constraints, allocate staff time, or for other reasons.

#### **f) Town Staffing and Resource Allocation**

- i) The nature and extent of any intended staff support may be defined by the Selectboard, which may include requirements and limitations to ensure effective meetings and advancement of the body's charge.
- ii) The Selectboard may define the allocation of other resources and any associated terms of use that will further promote the effective work of the body. The Selectboard shall review the need for resources annually in consultation with the body's Chair. This may include, but is not limited to:
  - (1) budgetary allocations,
  - (2) access to technical resources,
  - (3) professional services,
  - (4) required or recommended trainings.

### **4) Process for Appointments**

#### **a) Term Expirations**

- (1) To promote the Selectboard's due consideration of appointments within the guidelines of this policy and the administrative capacity of Town staff, appointees' term expirations shall be offset from the Selectboard's normal election cycle. Unless otherwise specified or applicable, the terms of all standing Board, Commission, and Committee seats, and all individually appointed positions, shall expire June 30th of the term's defined year of expiration.

- (2) Appointees with expiring terms shall be notified by the Selectboard Administrator, or designee, at least six weeks prior to the deadline for applying to be reappointed. Such communication to the incumbent shall thank them for their service, solicitate their interest in reappointment, and explain the appointment process. Prior to contacting the incumbent, the Selectboard Administrator shall solicit feedback from the Selectboard and relevant municipal body chair regarding the incumbent's reappointment.

**b) Vacancies**

- (1) Appointees may resign by contacting the municipal body Chair (where applicable), Selectboard Administrator, or designee, in writing. The written notice should include the intended effective date. This policy encourages the body Chair, the Selectboard Chair, or a designee to conduct an exit interview following the resignation of an appointee.
- (2) If an appointee fails to attend more than 3 consecutive regular meetings and subsequently does not reply to an inquiry from the body Chair, Selectboard, Selectboard Administrator, or a designee to confirm their continued interest in maintaining their appointment, the seat shall be considered vacant.
- (3) If an appointee is removed from office by the Selectboard, the seat shall be considered vacant.

**c) Posting of Open Seats**

- (1) All seats and appointed positions with expiring terms, vacant seats and vacant appointed positions, and openings on newly established municipal bodies or for newly established appointed positions shall be considered open seats.
- (2) Open seats shall be posted on the Town website by staff. Additionally, this policy encourages regular postings that list open or vacant seats by means normally used for general warnings or notices.
- (3) Open seats shall be advertised at least 2 weeks prior to the application deadline unless immediate appointment is necessary to establish a quorum for an urgent matter.
- (4) All open seats that have been posted but remain open, shall remain posted until filled. These may be filled as qualified applicants become available.

- (5) Applicants shall be notified of the date that the Selectboard will conduct interviews for the appointment. The due date for the Appointment Application shall be set to allow sufficient time for the Selectboard to review applications, and at least 4 days prior to the Selectboard's interview date.
- (6) For seats on a municipal body, postings shall list the municipal body, description of the body and expectations and responsibilities for members, term length and expiration, how to apply, deadline to apply and anticipated date(s) for appointment, staff contact for more information, and, for currently existing bodies, encouragement to attend a meeting of the body and speak to the body Chair.
- (7) For individual appointed positions, postings shall describe the expectations and responsibilities of the position, term length and expiration, how to apply, deadline to apply and anticipated date for appointment, whether a stipend or other compensation is offered for the position, and staff contact for more information.

**d) Form of Application**

- (1) In seeking an appointment, an applicant must provide a sufficient written statement of their interest and qualifications. Such information should include contact information (which may be redacted in the Selectboard packet in the interest of privacy), why the applicant is motivated to serve, a description of their skills, expertise, or experience that they believe is relevant to the body's scope of work, and whether they are a resident of Calais. Applicants for a seat on a municipal body should state whether they have attended a meeting of the body.
- (2) The Selectboard Administrator, or designee, should develop and maintain a standard application form for appointments to municipal bodies periodically reviewed by the Selectboard. This form should include:
  - (a) Directions for submitting the application;
  - (b) Space for the applicant to provide contact information (which may be redacted in the Selectboard packet in the interest of privacy), why the applicant is motivated to serve, a description of their skills, expertise, or experience that they believe is relevant to the body's scope of work, and whether they are a resident of Calais;

- (c) For seats on municipal bodies, the form should ask whether they have attended a meeting of the municipal body or spoken with the chair (if an existing municipal body).
- (3) Upon receipt of a completed application, the Selectboard Administrator will confirm receipt and outline for the applicant what they can expect for the balance of the appointment process.

**e) Selectboard Interviews and Appointment Decisions**

- (1) The Selectboard will consider applicants for open seats regularly.
- (2) The Selectboard Administrator, or designee, will provide timely notice to the Selectboard confirming receipt of a completed application so that the Selectboard can schedule an interview or consider the appointment on a forthcoming Selectboard agenda.
- (3) The Selectboard Administrator, or designee, may solicit and compile any statements to accompany an appointee's application that would be considered relevant to the Selectboard's appointment decision. This information will be provided in the Selectboard's meeting materials.
- (4) Applicants will be given a reasonable opportunity to introduce themselves to the Selectboard and answer questions at a duly warned meeting.
- (5) The Selectboard may delay making appointment decisions until all timely applications have been received and the applicants have been given a reasonable opportunity to attend a Selectboard meeting.
- (6) The Selectboard may delay making an appointment decision if an applicant has not had a reasonable opportunity to speak with the municipal body Chair or attend a meeting of the existing body.
- (7) This policy encourages an open and transparent government.
- (8) The Selectboard may enter Executive Session as allowed by Vermont law to deliberate on the appointment or removal of any appointee. This policy considers municipal appointees to be public officers with official duties.
- (9) In instances when the Selectboard enters Executive Session to deliberate on an appointment or removal decision, any action of the Selectboard shall be made in Open Meeting following Executive Session and must explain the reason for the Selectboard's final decision.

- (10) The Selectboard may decline the appointment or reappointment of an applicant.
- (11) At the direction of the Selectboard, the Selectboard Administrator or designee shall notify the applicant, and where relevant, municipal body Chair, of the Selectboard's appointment decision(s).
- (12) Following appointment, an appointee shall provide necessary contact information to the Selectboard Administrator or designee for the internal Town Office contact listings. In addition, as needed or deemed appropriate, the appointee's contact information will be included on the Town website.

### **5) Orientation for Appointees**

The Selectboard Administrator, or designee, in coordination with each municipal body's chair, shall establish and maintain orientation materials to be distributed to new officials and appointees. The orientation material should direct new officials and appointees to relevant information and resources. This may include copies, links, or instructions to find adopted Rules of Procedures of relevant municipal bodies, relevant Town policies, guidance on registering for required or recommended trainings, and guidance on access to other Town tools, resources, or sources of information.

### **6) Administration of Appointments and Appointment List**

To track and support the consistent administration of all appointments covered by this policy, the Selectboard Administrator, or designee, in coordination with the Selectboard, shall organize and maintain a spreadsheet (the Appointment List) that includes: all municipal bodies and appointed positions, their respective seats, terms, and term expirations. The Appointment List may also include the years of service, contact information, training status, and other relevant appointee information.

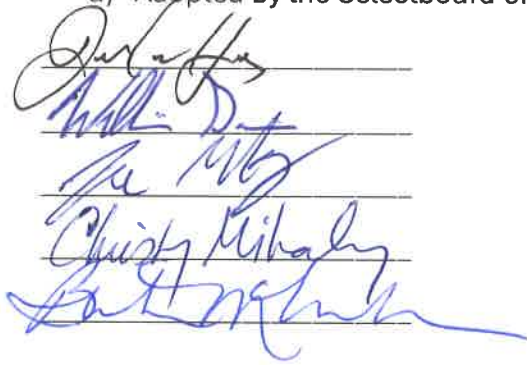
### **7) Public Information regarding Municipal Bodies**

- i) Each municipal body shall have a webpage on the Town website. The webpage shall be maintained to provide public access to:
  - (1) The body's charge as defined by the Selectboard or Vermont law;
  - (2) The body's Rules and Procedures;
  - (3) The body's officers, seats, their respective terms and/or appointment status;
  - (4) The body's meeting minutes and other public records associated with the body's work;

- (5) Listing of the body's preferred form of contact (at least one).
- ii) As required by state law and Town policy, all meetings of municipal bodies shall be accessible to the public, warned and recorded.
- iii) The body Chair, or their designee, in coordination with Town staff and the Town Clerk, shall be responsible for organizing and maintaining the public information and records of the body.

**8) POLICY ADOPTION & AMENDMENT HISTORY**

a) Adopted by the Selectboard on July 14, 2025.



The image shows five handwritten signatures in blue ink, each written over a horizontal line. The signatures are: 1. A cursive signature that appears to be 'D. LaFleur'. 2. A cursive signature that appears to be 'William D. ...'. 3. A cursive signature that appears to be 'John M. ...'. 4. A cursive signature that appears to be 'Christy Mikalaj'. 5. A cursive signature that appears to be 'Bob ...'.