



TOWN OF BELMONT
OFFICE OF THE BOARD OF SELECTMEN
455 CONCORD AVENUE
BELMONT, MASSACHUSETTS 02478

Selectmen@belmont-ma.gov

455 CONCORD AVENUE
BELMONT, MA 02478-2573
PHONE (617) 993-2610
FAX (617) 993-2611

BOARD OF SELECTMEN

MARK A. PAOLILLO, Chair
SAMI S. BAGHDADY, Vice-Chair
JAMES R. WILLIAMS, Selectman

TOWN ADMINISTRATOR

DAVID J. KALE

MEMORANDUM:

TO: David J. Kale, Town Administrator
Phyllis Marshall, Assistant Town Administrator
FROM: Susan Cleary, Administrative Coordinator
DATE: September 21, 2016
SUBJECT: **Newly Proposed Guidelines for Committee Service:**

ASSISTANT TOWN ADMINISTRATOR

PHYLLIS L. MARSHALL

At the request of the Board of Selectmen at their July 28, 2016 Working Session there are two draft guidelines related to committee service included below:

1. The Board of Selectmen requested a set of guidelines that limits the number of appointed boards or committees one individual can serve on at any given time:
 - Effective July 1, 2017 the Board of Selectmen will not be appointing residents to serve on more than (2) volunteer committees at any given time. The purpose of these guidelines is to ensure that volunteer committee members are not over worked in their service and also to help get more residents involved in local government. Exceptions to these guidelines may be made at the discretion of the Board of Selectmen on a case by case basis to ensure that all volunteer committees remain adequately staffed with qualified individuals.
2. The Board of Selectmen requested guidelines that places a limitation on consecutive terms one individual can serve on appointed boards or committees:
 - Effective July 1, 2017 the Board of Selectmen will not be re-appointing residents to committees when they have served two or more consecutive terms on that particular committee. The purpose of these guidelines is to ensure that committees are getting an adequate amount of new ideas and viewpoints that appropriately represent the community. Exceptions to these guidelines may be made at the discretion of the Board of Selectmen on a case by case basis to ensure that all volunteer committees remain adequately staffed with qualified individuals. After a resident has taken a year or more away from serving on a particular committee they can file an application to be re-appointed. These applications will be expected to follow the same process as new applicants and their applications will be forwarded to the Board of Selectmen under the same process as prospective new members.

The guidelines above are in draft form and would require a majority vote of the Board of Selectmen in order to be enacted. Should the Board of Selectmen feel that any changes to the drafts above are appropriate they can be incorporated prior to any official vote on the guidelines.

DRAFT