



Hinesburg Town Commission, Board and Committee Appointments and Procedure Policy

Intent:

The purpose of this policy is to standardize procedures for the selection, appointment, membership, and dismissal process for Selectboard appointed Commissions, Boards, and Committees.

Policy:

The Selectboard has sought to standardize procedures for membership, appointments, dismissal, and code of conduct for the town's Selectboard appointed Commissions, Boards, and Committees (CBC).

Procedures:

- i. Commissions, Boards and Committees
 - a. The guidelines contained in this policy shall apply to the following Commissions, Boards, and Committees created to date by a Motion of the Hinesburg Selectboard:
 - i. Affordable Housing Committee
 - ii. Agency Request Review Committee
 - iii. Conservation Commission
 - iv. Development Review Board
 - v. Planning Commission
 - vi. Recreation Commission
 - vii. Town Forest Committee
 - viii. Trails Committee
 - ix. Village Steering Committee
 - x. Economic Development Commission

- b. The guidelines contained in this policy shall apply to all Commissions, Boards, and Committees created in the future by a Motion of the Hinesburg Selectboard
 - c. Applicants to all CBC's except the Planning Commission and Development Review Board must be:
 - i. A resident of Hinesburg
 - ii. Or, be considered a viable applicant by the Selectboard for other reasons, such as, but not limited to:
 - 1. Owning a business in Hinesburg
 - 2. Owning land in Hinesburg
 - 3. Being employed in Hinesburg
 - 4. Being active in Hinesburg affairs
 - 5. Having an expertise or skill that would be of value to the CBC.
 - d. Applicants to the Planning Commission and Development Review Board must be:
 - i. A resident of Hinesburg
 - ii. A business owner of a Hinesburg based business
 - iii. A landowner in Hinesburg.
- ii. Appointments
- a. Current CBC members who wish to be reappointed and are in good standing, under majority consent of the Selectboard, may be reappointed for an additional term. Current CBC members who do not receive majority consent for reappointment must complete an interview process for an additional term.
 - i. Good Standing – A member in good standing must maintain a good attendance record, contribute to the goals of the CBC, contribute to the effective operation of the CBC, and represent the town of Hinesburg in a positive manner.
 - ii. The Selectboard shall solicit feedback from the CBC Chairperson and relevant Town Staff when evaluating whether or not a member is in Good Standing.
 - iii. The Selectboard shall solicit feedback from the members of the CBC and relevant Town Staff when evaluating whether or not a CBC Chairperson is in Good Standing.
 - b. The term of each CBC member expires as follows unless the member is appointed to fill a vacancy for an unexpired term:

- i. Planning Commission – October 31 of the fourth year following the member’s appointment
 - ii. Conservation Commission - October 31 of the fourth year following the member’s appointment
 - iii. Village Steering Committee - October 31 of the second year following the member’s appointment
 - iv. Affordable Housing Committee - October 31 of the second year following the member’s appointment
 - v. All other CBC - October 31 of the third year following the member’s appointment
 - c. A person appointed to fill a vacancy on a CBC that occurs prior to the scheduled expiration of the incumbent member’s term (by reason of, for example but without limitation, resignation or illness) shall serve for the remainder of the incumbent member’s term.
- iii. Application and Interview Process
 - a. Prior to advertising, all CBC members whose term is expiring will be contacted by July 1 regarding their intention to seek reappointment.
 - b. Current CBC members seeking reappointment will notify the Selectboard no later than August 1.
 - c. The Selectboard will review reappointments during the month of August and consider such reappointments based on the criteria referenced above in Section ii.
 - d. Vacancies without majority consent to reappoint, or whether they result from member resigning or term expiration, shall be advertised by September 1. Vacancies will be advertised to the community via news media, social media, and the Town website.
 - e. Those interested in a CBC vacancy must submit a written application on a form prescribed by the Town Administrator to the Town Administrator’s office. Applications will be due to the Town by October 1 of each year.
 - f. The Selectboard will interview all applicants in the month of October. Appointments must be completed by October 31 of each year.
 - g. In the event of a vacancy, the Selectboard may utilize the list of applicants from the previous advertisement and interview process for the vacancy.
- iv. Member Conduct and Removal
 - a. CBC members are expected to conduct themselves at CBC meetings in a fair, courteous and understanding manner. Members of all CBC’s serve at the pleasure of the Selectboard and are subject to removal by a majority vote and

at the discretion of the Selectboard. CBC members must disclose any potential conflicts of interest immediately and shall notify the Selectboard if they move out-of-town at any time during their tenure on a CBC. Reasons for removal may include, but are not limited to:

- i. Excessive absences from CBC meetings. It is expected that CBC members do not incur absences of more than 20% of regularly scheduled meetings in a 12-month period
 - ii. Non-performance or other misconduct
 - iii. Planning Commissioners require a unanimous vote by the Selectboard to be removed prior to the expiration of their term, per State Statute, Title 24, Chapter 117, Section 4323a
 - b. The Town Administrator and CBC Chairpersons will review approved Minutes of the past twelve months if a CBC member's attendance becomes and issue and report to the Selectboard.
- v. Operations of Commissions, Boards, and Committees
- a. Each CBC shall meet with the Selectboard annually for the purpose of reviewing the stated mission statement of the CBC and to grant a general overview of CBC work.
 - b. Each CBC shall provide their annual report for the Town Report to the Town Administrator no later than December 31.

Adopted by the Hinesburg Selectboard April 2, 2012