



Town of Sudbury

Select Board

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APPOINTMENT POLICY

(Adopted 5/10/76, amended 8/23/99, 3/16/21, 6/29/21, 4/26,22, 8/9/22, 5/16/23)

For positions appointed by the Select Board and the Town Manager

1. The expiration date for appointments is May 31st, or until their successors are appointed and qualified, with the exception of the following:
 - a. Historic Districts Commission, which, under G.L. Ch. 40C, expire January 1st.
 - b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L. Ch. 54, s.12.
 - c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.
2. The Town Manager shall:
 - a. Present, at the first regular meeting following Town Election, a list of appointments to be made or approved by the Board.
 - b. Notify incumbents and request their statements of interest in reappointment.
 - c. Notify the public, well in advance of the expiration of an appointed position's term, of the opportunity to apply for the positions.
 - d. Advertise open positions to the public for at least thirty days.
 - e. Actively seek volunteers for boards and committees.
 - f. Provide Chairpersons of boards and committees with names of candidates and request recommendations from pertinent boards or committees to fill vacancies.
 - g. Request recommendations from the chairpersons of the appropriate boards or committees for reappointments or filling of vacancies.
 - h. Notify the Select Board in advance of intended Town Manager appointments (at least one week before Select Board approval).
3. Interviews for potential appointees.
 - a. All potential appointees and re-appointees must apply.

- b. Copies of applications shall be provided to the Select Board and chairpersons of respective board or committee prior to interview.
 - c. The Select Board should seek and acknowledge recommendations from the respective board or committee prior to interview.
 - d. The Select Board shall interview in open meeting the new candidates for boards and committees which they appoint and may interview reappointees or appointees by the Town Manager at its discretion.
 - e. As permitted by the Chair, the public, and any others that the Select Board wishes to include may attend the interviews and ask questions.
 - f. The Select board shall vote on all appointments.
 - g. Appointments should be based on merit and qualifications.
 - h. Whenever possible, the Board will seek to appoint members from varied backgrounds and fields of expertise to reflect the diversity of the community.
 - i. All appointee candidate applications shall be acknowledged.
4. Annual appointments shall be completed as soon as possible.
 5. Existing members with expired terms may remain in their roles until positions are filled.
 6. Updated lists of members will be maintained by the Town Manager's office.
 7. Retiring members will receive letters of thanks from the Town for their service.
 8. The Town Appointing Body retains the right to rescind appointments if deemed necessary.