



CITY OF SOMERVILLE, MASSACHUSETTS

KATJANA BALLANTYNE

MAYOR

Board, Commission and Committee Appointment Policy

Values-

The City of Somerville sets a high priority on the **core values of equity, transparency, access, and social justice**. Prioritizing these values helps to make meaningful and actionable progress on our greatest challenges and our community members' most urgent needs.

Goals-

While each board, commission and committee has different areas of focus and different aims, the collective goal of all is to support the City of Somerville and encourage all residents to participate in their local government's decision making and planning processes.

Objectives-

To standardize the process and guidelines around board, commission and committee membership recruitment (outreach, interviewing, appointment, and onboarding) to ensure it is equitable and increases representation of all community members in Somerville.

When new members are needed the following steps shall be taken:

Step 1: Advertisement

Board/Commission Liaisons facilitate drafting and posting an advertisement for new members. This should be completed in conjunction with the Communications and Community Engagement team, and according to internal guidelines provided.

Step 2: Outreach – Liaisons and Members (in collaboration with all city staff and administration support)

Once the advertisement is posted, the application period must be open for at least **four weeks**. During this time, additional outreach should be undertaken by Liaisons *and* members to ensure the advertisement is seen by as many community members as possible. City staff, including Communications, will assist with this, but this is a time for members to reach out to their networks as well.

Step 3: Receipt and Review of applications

The Staff Liaison will generally be the contact person on calls for new members and will review and respond to all applications received.

Step 4: Interview process

Liaisons will facilitate candidate interviews utilizing either the [Appointments Advisory Committee](#)(AAC) or an interview panel of relevant participants.

Step 5: Recommendation and Review



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Once interviews are complete, a recommendation from the interview panel/AAC will be provided to the Mayor's Office for review and approval. This applies for all Mayoral appointees.

Step 6: Appointment

Following the mayor's approval, candidates may then be submitted to the City Council for confirmation. Not all seats are subject to City Council confirmation, and more specific information will be provided to each new member depending on their seat.

Step 7: Onboarding and Oath of Office

Once confirmed, members will be required to complete onboarding paperwork, including an ethics training, open meeting law acknowledgement, and code of conduct. The City Clerk's office will convey all information to liaisons, who will provide it to members. Members must also take an Oath of Office, administered by the City Clerk, before they can begin serving. This will be included in the information from liaisons. All materials can be translated upon request.