



## CITY OF SOMERVILLE, MASSACHUSETTS

KATJANA BALLANTYNE

MAYOR

### Board, Commission and Committee Reappointment Policy

Advertising a vacancy every time a member's term expires would be administratively taxing and would likely cause delay in board/commission operations. While there is great value in retaining dedicated members who bring continuity to the work, we also value inclusivity and creating opportunities for a variety of residents to get involved. To that end, we have crafted a reappointment policy that balances these values. The full policy can be found below-

#### I. Seat Advertisement –a seat must be advertised if:

- A. A current member does not wish to continue serving at any point during their term
- B. A current member becomes ineligible for the seat they occupy during their term
  - a. Causes may include no longer working in required field or at required organization, no longer belonging to required group, etc.
  - b. This seat would be advertised for toward the conclusion of the term
- C. A current member has served for two full consecutive terms
  - a. If this member wishes to continue to serve, they will need to submit an application and interview with any other applicants. Priority will be given to new applicants
  - b. Members will receive notice of the conclusion of their 2<sup>nd</sup> term from Staff Liaisons, who will receive quarterly membership updates from the Clerk's Office. Liaisons should be advised of the requirement for the seat to be opened for application at least 6 months in advance
- D. The current member is not being put forward for reappointment by the appointing authority
  - a. Causes may include a violation of Code of Conduct or other city policies
  - b. A member in this situation may continue to serve for the remainder of their term, unless it is determined that their immediate dismissal is the appropriate course of action

#### II. Term limits

- A. All Board/Commission/Committee seats, unless exceptions apply, must be opened and advertised for in accordance with Communications guidance after an occupant has served **two full consecutive terms**. Note- the length of a term is determined by enabling legislation (ordinance or state law).
  - a. In order to serve additional terms, the member must reapply and interview for the seat
  - b. Terms served before this policy was implemented will be counted
  - c. If a board/commission/committee appointee assumes a vacant seat with remaining time left in the previous occupants' term, that time will not be counted toward the limit of two full terms. For example, if someone fills a seat where the previous member still had 2 years left of a 3-year term, the new member could



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finish out that term and then serve 2 full terms, for a total of 8 years before having to reapply

- d. The member will not need to reapply for their second term, but they will need to confirm that they would like to be submitted for reappointment by the Mayor and confirmation by the City Council if Council approval is required each time their term expires
- B. If a board/commission/committee member reapplies and is again selected to serve, they will again be subject to the two consecutive term limit before having to reapply
- C. Unless otherwise required by the enabling legislation, there is no limit on the number of terms a member can serve so long as the proper steps are taken, and seats are advertised as required

### **III. Additional Details**

- A. Ex Officio and designated positions (such as the Fire Chief serving on the Traffic Commission) will not be subject to these restrictions as their membership on boards/commissions is tied to their employment status
- B. Dormant Boards- Terms served on boards that are inactive will not be counted toward any limit, but all seats will need to be advertised for if a board/commission comes out of dormancy