

TOWN OF MONMOUTH, MAINE

A COMPREHENSIVE BINDER

for

VOLUNTEERS WISHING to SERVE

on

BOARDS, COMMITTEES and COMMISSIONS (BCC)

including

PROCEDURES for APPLICATION, APPOINTMENT and REAPPOINTMENT

and an

APPOINTMENT APPLICATION for VOLUNTEERS WISHING to SERVE on BCCs

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Introduction

The Select Board wishes to encourage citizen participation in community affairs. Participation on boards, committees and commissions provides citizens an opportunity to engage actively in their local government. Members of boards, committees and commissions (BCCs) share with elected officials in the responsibilities and benefits of working to shape the community of Monmouth for the greater good of all its residents. These procedures are written to present a clear record of the application process for the town to follow in appointing members to BCCs. The procedures are intended to promote a spirit of volunteerism and civic involvement and to encourage Monmouth residents to become enthusiastically engaged as volunteers in Monmouth.

Principles

The proper operation of democratic government of the Town of Monmouth requires that the Select Board and members of BCCs be fair, impartial and responsive to the needs of the people and to each other in the performance of their respective functions and duties.

Decisions will be made and policies will be set through proper channels of the Town's governmental structure. Neither public office or public employment will be used for personal gain; all town officials, whether they are elected, appointed, employed or are volunteers, will maintain a standard of ethical conduct to inspire public confidence in the integrity of the Town's government.

Application Procedures

TOWN OF MONMOUTH

PROCEDURES FOR APPOINTMENT AND REAPPOINTMENT

TO BOARDS, COMMITTEES AND COMMISSIONS (BCC)

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race, color, ancestry, national origin or sexual orientation. The Select Board may exclude from consideration any applicant with a physical or mental disability only when the physical or mental disability would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made. The Select Board shall have final authority over the appointment of citizens to Boards, Committees, and Commissions (BCC) that are instruments of Town Government. The Select Board welcomes all qualified, motivated applicants for volunteer positions.

Note: All positions becoming open for any reason will be open to all interested applicants.

The following minimum eligibility criteria must be met by all applicants seeking to serve on a BCC:

- 1) US citizenship
 - 2) Resident of the Town of Monmouth
 - 3) Notwithstanding the above two criteria, the Select Board, at its discretion, may appoint members of certain Ad Hoc or Special Focus committees that may not meet these criteria as circumstances warrant.
 - 4) Ability to accept board packets in digital format preferred
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1. Vacancies on BCCs will occur from time to time and are due to three primary causes. Depending upon the reason for a vacancy, different appointment/ reappointment procedures apply:
 - a) Vacancy by expiring term: By May 1st of the expiring year, the BCC chair shall notify any member(s) that his/her term is expiring and inform any such member(s) that he/she needs to reapply for a position before May 31st in order to be considered for reappointment on or before July 1.
 - b) Vacancy by default: When an opening occurs prior to the expiration of a term for reasons other than formal resignation or forfeiture including, but not limited to excessive absenteeism, death or change of residency of the volunteer, the Clerk shall notify the Town Manager to include such notice of vacancy on the next Select Board agenda to declare the position formally open for advertising.
 - c) Vacancy by resignation: Resignations may be in written (letter, email) or verbal form. If verbal, resignations must be communicated to the BCC chair. The BCC Chair shall document all resignations in writing to the Clerk.

2. Alternates
 - a) For BCCs whose membership includes Alternates, any such Alternates who wish to fill a vacancy arising as a result of an expiring term must submit a new application for the position.
 - b) For BCCs whose membership includes Alternates, the most senior Alternate who wishes to fill a vacancy arising as a result of a resignation or default may be appointed without further application or advertising, at the sole discretion of the Select Board, to full member status for the duration of the remaining term of the resigning member.

3. Applicant's Process:
 - a) Each applicant applying for a vacancy on a BCC shall complete an Appointment Application provided through the office of the Clerk. If there is a vacancy on a BCC, interested applicants may apply at any time. If there is no vacancy on a BCC, applicants may apply at any time and applications will remain on file with the Town Clerk for one year.
 - b) All first time appointment applicants shall meet with the Select Board during a Select Board meeting for their appointment interview. Reappointment applicants may request an interview with the Select Board. The Select Board will not unreasonably deny a request for an interview. For the purpose of this document, "reappointment" means continuous, uninterrupted service on the same BCC.
 - c) All applicants and reappointment applicants shall be provided a copy of this document along with an Appointment Application.
 - d) All individuals appointed for the first time to the Planning Board or Board of Appeals are required to complete the Basic workshop for Planning Board or Board of Appeals members offered by Maine Municipal Association. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude a BCC member from serving on the BCC prior to completing workshops.
 - e) All appointees to the Budget Committee are required by state law to take a Freedom Of Access Act (FOAA) class and to provide a certificate of completion to the Town Clerk within 120 days of appointment.
 - f) Appointees must take an oath of office from the Town Clerk or his/her designee before assuming the duties on the Planning Board, Board of Appeals, Library Board of Trustees and Recreation Board.
 - g) Applicants who have not been appointed to a vacancy by the Select Board for which the applicant has initially applied, may have his/her application filed with the Town Clerk for a period of time not to exceed one year for future consideration. Reconsidered applications need to follow all steps of these Procedures, with the exception of completing another application.

4. Town Clerk's Process:
 - a) The Clerk shall advertise vacancies on BCCs as per the Advertising Section (5) of these procedures.
 - b) The Clerk will provide each applicant with written responsibilities for the appropriate BCC.
 - c) The Clerk shall accept all applications for appointments to BCCs regardless of vacancies, and retain applications for up to one year unless the applicant withdraws.
 - d) The Clerk shall forward complete appointment applications to the Town Manager when opening(s) exist.
 - e) The Clerk, working in conjunction with the Town Manager, shall schedule applicant interviews at the mutual convenience of the Select Board and the applicant.
 - f) The Clerk shall inform applicants and the chair of the relevant BCC of the Select Board's decision(s) regarding appointments, reappointments or resignations.
 - g) The Clerk shall copy any letters of resignation to the Town Manager.
 - h) The Clerk shall record position openings after the acceptance of a resignation by the Select Board.
 - i) The Clerk or his/her designee must administer an "Oath of Office" to all appointees to the Appeals Board, Library Board of Trustees, Planning Board or the Recreation Board before assuming official duties.

5. Advertisement Process:
 - a) Following a resignation or prior to annual expiration of a term, all positions will be advertised for a minimum of 10 days before any applications can be considered by the Select Board.
 - b) Advertising for vacancies shall be accomplished through use of all of the following media: Town of Monmouth website, publishing in the Community Advertiser (as publishing deadline allows) and posting at the Town Office.
 - c) The advertisements shall list all vacancies on each BCC, the length of the term and describe the application process.

6. Chairs of Boards, Committees, and Commissions Process:
 - a) The chair, in consultation with committee or board members, may provide to the Select Board a list of knowledge, skills, education or experience that would be desirable in a new member and which the Select Board may use in evaluating applicant(s).

7. Town Manager's Process:
 - a) The Town Manager shall inform the Select Board of all applications and resignations from BCCs by making them an agenda item for the Select Board's review.

b) The Town Manager or his/her designee shall inform the Clerk of all Select Board decisions regarding appointments, reappointments and resignations.

8. Select Board's Process:

- a) No opening shall be considered by the Select Board unless the following have been met:
 - i. Notification of a vacancy by the Town Clerk has been completed and recorded
 - ii. Advertising Process (Section 5) has been completed
- b) The Select Board shall review each application for appointment or reappointment.
- c) The Select Board shall interview all new appointment applicants and may interview reappointments in accordance with Section 3.b.
- d) Provided the advertising process is complete, the Select Board shall act on applications for BCCs no later than the second regularly scheduled meeting following the receipt of any applications and the completion of interviews.
- e) When reviewing an application for appointment, the Select Board may consider, but are not limited to the following criteria:
 - i. BCC needs,
 - ii. Applicant experience and qualifications,
 - iii. Encouraging and welcoming new volunteers to BCCs,
 - iv. Maintaining institutional memory.

Approved by the Select Board, _____ date

Select Board

Chair

Vice Chair

Member

Member

Member

TOWN OF Monmouth

APPOINTMENT APPLICATION

OFFICE USE
DATE RECEIVED

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Please check one: 1st time appointment re-appointment

Which Board, Committee or Commission

are you applying for? Term:

Name: _____ Phone (H): _____

Street address: _____ Phone (C): _____

Mailing address: _____

E-Mail: _____

Below please tell us of any experience and/or training that might be useful in this position.

Below please tell us the reason you are interested in applying for this position.

If you are currently employed, what is your position?

APPLICATION FOR APPOINTMENT FOR:

Name: Position: Term:

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Monmouth harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!

- I approve the use of my e-mail and phone numbers on the Town's public sites and publications.
- I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: _____ Date: _____

CLERK'S USE BEFORE THE APPOINTMENT

Please check one: 1st time Appointment Re-Appointment

Was this position advertised? Yes No If no, please explain: _____

SELECT BOARD APPROVAL

To of Monmouth, in the County of Kennebec and State of Maine: There being a position on the we the Select Board of the Municipality of Monmouth do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Monmouth, such appointment to be effective: thru . Given under our hand this , day of , 2016.

Chair

Vice Chair

Member

Member

Member

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date:

Is an Oath appropriate: Yes No If yes, what date:

Town of Monmouth: Boards, Committees and Commissions

Appeals Board

Mission Statement (or equivalent)

The powers and duties of the Board of Appeals include hearing and making binding decisions on appeals in regard to final decisions of the Code Enforcement Officer or the Planning Board and in granting or rejecting variance requests arising the Monmouth Land Use Ordinance. The Board of Appeals must be maintained in accordance with the provisions of Title 30-A, M.R.S.A., Section 2691.

Authorization

The Appeals Board operates under the appointed authority of the Select Board of the Town of Monmouth in accordance with State law.

Membership

The Appeals Board is a 5 member board with 2 alternates. Each member is appointed to a 3-year term.

Officers

Chairperson

Meetings

The Appeals Board meets when needed.

Conservation Commission

Mission Statement (or equivalent)

The Monmouth Conservation Commission (MCC) is a municipal commission concerned with our local environment and activities which relate to it or affect it. It oversees town-owned open space lands, provides conservation information, and works with landowners, agencies, and organizations to encourage exemplary stewardship of natural resources.

Authorization

Maine state law MRSA 30-3804, Section 3851, provides for the establishment of conservation commissions. Monmouth established a commission in the early 2000's.

Membership

The MCC may have up to 5 regular members and 2 alternate members. The term of office is 3 years, beginning and ending with the fiscal year. Application is open to Monmouth residents with the exception of members of the Select Board. Applications are received by Town Clerk, reviewed by MCC, and approved by Select Board after giving the MCC opportunity for hearing. New members are sworn in by the Town Clerk.

Officers

The officers of the MCC are Chair or Co-Chairs, Secretary. Officers are elected annually by members of the commission at first regular meeting of fiscal year.

Meetings

Regular meetings are held monthly. They are open to the public. Roberts Rules of Order are generally followed. Other meetings held as needed. Minutes are produced and approved at a subsequent meeting and provided to the Town Office.

Cumston Public Library Board of Trustees

Mission Statement

Cumston Public Library is to be the educational, informational and cultural center for the communities it serves. The library will continue to develop and maintain quality collections, resources, and services designed to meet the needs of its patrons.

Authorization

The Cumston Public Library Board of Trustees was formed by Municipal Ordinance which took effect upon adjournment of the Town of Monmouth Annual Meeting June 1, 1996.

Membership

The Cumston Public Library Board of Trustees is comprised of 5 members, three of which are elected and two of which are appointed by the Select Board. Each member serving a three year term.

Officers

Chairperson

Meetings

The Cumston Public Library Board of Trustees meets the first Monday of each month at the Library at 6:45 P.M.

Planning Board

Mission Statement (or equivalent)

The Planning Board is authorized to review and decide upon applications for subdivisions, non-residential developments, and multi family residential projects per the Development Review Ordinance, and application for development within the Shoreland Zone per the Shoreland Zoning Ordinance. The Development Review Ordinance provides that the purpose of the Ordinance and development review is: "to promote and protect the health, welfare, and safety of the Town and its residents through a system of land use regulation."

Authorization

The Planning Board was created by the Select Board by the authority given in Title 20, paragraph 4952-4961 of the Maine Statutes (Chapter 405 of the 1957 Public Laws).

Membership

The Monmouth Planning Board is comprised of 5 regular members, and two alternate members with non-current, three-year terms, as provided by the Planning Board rules. Board members shall be appointed by the municipal officer and sworn in by the Clerk or other authorized to administer oaths.

Officers

The Planning Board shall elect among its members a Chairperson, a Vice Chairperson, and a Secretary. Positions will be held for annual terms, with eligibility for re-election.

Meetings

The Planning Board holds its meetings on the second Thursday of each month, at 7pm. A second meeting will be held on the fourth Thursday, when warranted by business.

Economic Development Committee

Mission Statement (or equivalent):

The Monmouth Economic Development Committee recommends policies, practices and applications that will promote balanced development in town, including residential, commercial and industrial uses.

Authorization:

The Economic Development Committee serves under the appointed authority of the Select Board of the Town of Monmouth.

Membership:

The Economic Development Committee shall consist of not fewer than 5 and not more than 9 members. Each member serves a term of 3 years. The Economic Development Committee shall be considered a "Special Focus committee" so that eligibility criteria of "Resident of the Town of Monmouth" is waived if the individual owns a business in Monmouth or is employed by the Town.

Officers:

Chairperson, Vice-Chairperson

Meetings:

The Committee will meet as needed and at least quarterly.

Suggested Committee Composition

The Committee will consist of representatives from local government, businesses headquartered in town - including business owners who are not residents of Monmouth- non-profit/ historic/ arts groups, as well as community members. An ideal number of participants would be between 5 and 9.

Some more specific sectors of representation might include, but should not be limited to: Select Board member, Planning Board member

Recreation Commission

Mission Statement (or equivalent)

The mission of the Monmouth Recreation Association Board of Trustees is to provide self-supporting recreation and athletic program opportunities for the citizens of our community through the support of our volunteers.

Authorization

The Recreation Association operates under the appointed authority of the Select Board of the Town of Monmouth.

Membership

The Monmouth Recreation Association is to be comprised of not less than 5 or not more than 9 members. Members serve 3-year terms.

Officers

Chairperson

Vice Chairperson

Treasurer, Secretary

Meetings

The Recreation Association Board meets on the second Sunday of the month at 6pm.

Standards of Conduct
for
Public Meetings¹

- **Be courteous, patient, and civil.**
- **Keep emotions in check.**
- **Respect others' points of view.**
- **Assume opponents have positive intentions.**
- **Don't take things personally.**
- **Identify problems, propose solutions**
- **Understand before disagreeing.**
- **Disagree without being disagreeable.**

***Remember we are all neighbors and
community members.***

Guidelines for BCC Chairs

GUIDELINES FOR BOARDS, COMMITTEES AND COMMISSIONS (BCC)

CHAIRS DUTIES AND RESPONSIBILITIES:

In addition to their duties and responsibilities as members of their respective Boards, Committees and Commissions (BCC), the Chair may have additional duties and responsibilities. These additional duties are discussed below. In the event that any of the following occurs: (a) the Chair is absent from a meeting; (b) the Chair has a conflict of interest, as defined by law, with the business being conducted by the BCC, or; (c) a circumstance arises at the reasonable discretion of the Chair when he/she feels it is inappropriate for him/her to preside as chair, then a vote of other members present shall determine who will preside over the meeting.

Duties of the Chair:

1. The Chair is expected to conduct all meetings.
2. The Chair, or designee is expected to prepare an agenda for each meeting using the following guide:
 - Establish a quorum.
 - Review and approval of minutes of previous meeting.
 - Oral and Written Communications
 - Opportunity for members of the public to address the BCC.
 - Old (unfinished) business.
 - New business.
 - Adjournment.

Each agenda shall be sent to the Town Clerk for posting by Wednesday of the week prior.

3. The Chair should maintain an annual work plan for the BCC, including anticipated deliverables and deadlines.
4. The Chair should routinely meet with the Town Manager to ensure that they stay current with Town issues.
5. The Chair is considered to be the public spokesperson for the BCC although he/she can designate this responsibility freely.
6. All members of BCCs are eligible for election as Chair and may serve any number of consecutive terms, as elected annually by fellow members.
7. A vacancy in the position of Chair will be filled as soon as possible
8. The Chair, or designee is responsible for writing an article for the Town Report each year and for the Monmouth Messenger if meetings are held that month.
9. Each chair shall request a copy of the Procedures for Application for Appointment and Reappointment to BCC upon election as Chair. The Chair of each BCC shall notify the Town Clerk when a vacancy occurs on the BCC that the Chair represents. The Chair shall also supply the Town Clerk with the title of the position to be filled, a brief outline of the duties of the position and the length of the term of the position.

10. The Chair will notify members of any changes to the Town's Procedure for Application for Appointment and Reappointment document along with a copy of these guidelines.
11. The Chair will ensure that all members appointed for the first time to the Planning Board or Board of Appeals complete the Basic workshop for Planning Board or Board of Appeals members offered by Maine Municipal Association. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude Planning Board or Board of Appeals members from serving on their respective committees prior to completing workshops.
12. Chair, or designee is responsible for keeping minutes of meetings.
13. Approved minutes shall be submitted to the Town Clerk for filing and posting on the web site.
14. The Chair is expected to notify all members of meetings.
15. Chair, Secretary or designee is expected to attend the Annual Chairs Meeting.
16. Annually, by February 1st, the Chair shall update the Goals and Missions statement and BCC Responsibilities. Any revisions shall be submitted to the Select Board for review and considered for possible amendment/ possible adoption.
17. The Chair shall also supply a brief outline of the responsibilities of the BCC to the Clerk for advertising. Written responsibilities for each BCC are developed by the Select Board or Town Manager and are available from the Town Clerk.
18. The Chair, in consultation with BCC members, may request a reconfiguration (such as changing the number of BCC members, or adjusting the job description) of any BCC.

Conflict of Interest and Recall Process Ordinance

Conflict of Interest

CONFLICT OF INTEREST AND RECALL PROCESS ORDINANCE

10.1 CONFLICT OF INTEREST

10.1.1 In accordance with Title 30-A M.R.S.A. Section 2605, any municipal officer or official of the Town, elected or appointed, who himself or herself or any family member, close friend or business associate, has any financial interest, direct or indirect, or by reason of ownership of stock in any corporation, in any contract with the Town, or in the sale of any land, material, supplies, or services to the Town or who is a contactor supplying the Town with services or material shall make known the interest and shall refrain from voting upon or otherwise participating in his or her capacity as an officer or employee in making such sale or the making or performing of such contract.

10.2.2 Upon any allegation of charges of conflict of interest or violation of the provisions set forth under Section 10.1, the Select Board shall hold a hearing to determine if there is any malfeasance or violation of the provisions set forth under Section 10.1. Forfeiture and immediate removal of office shall require a majority vote of the Select Board. In the event that the Select Board fails to take any action or does not vote to remove the person from office, the Registered Voters of the Town may initiate recall proceedings in accordance with the provisions set forth under Section 10.3.

10.3 RECALL OF ELECTED OFFICERS AND OFFICIALS –
REMOVAL FROM OFFICE (Please refer to the Town of Monmouth's Ordinance for the Recall of Elected Municipal Officials - amended November 8, 2011)

10.4 HOLDING OTHER OFFICE

Neither the Select Board members, Town Clerk, nor Assessors' Agent shall hold appointed positions in the Town with the exception of members of the Fire Department, unless the law or ordinance creating the appointed office requires or allows it.