

**Town Council Committee on Governance, Organization,
Legislation [GOL] process to recommend appointments of
non-voting resident members of the Finance Committee
appointed by the Town Council**

Charter Sec. 2.9(c)

Charter Sec. 5.5(b)

ROP 10.9

ADOPTED by GOL on

06-03-2020

1. Vacancy

When a vacancy or impending vacancy occurs on the Finance Committee for a non-voting resident member, the Chair of GOL shall write and submit to the Town Clerk for publication on the Town Bulletin Board a vacancy notice, in accordance with Charter Sec.9.12(e). A vacancy occurs whenever the Town Clerk receives a signed resignation from a member of the body, a member passes away, or a member is removed from the body in accordance with Charter Sec. 2.9(e) and Sec. 9.14. An impending vacancy occurs whenever a member intends to resign or a member's term is expiring, regardless of whether that member may be reappointed.

2. Community Activity Forms (CAF)

Individuals interested in serving as a non-voting resident member of the Finance Committee shall fill out a CAF to express their interest in service. Members seeking reappointment need not submit a new CAF. The CAF for this body is separate from the CAFs for Town Manager-appointed multiple-member bodies and is automatically distributed to all Councilors. The GOL Chair shall reach out to all applicants to confirm receipt of their CAF.

CAFs are personnel records, not public documents, and therefore cannot be shared or distributed by Councilors.

3. Sufficiency of the applicant pool

In accordance with Charter Sec. 9.12(e), the vacancy notice must be published on the Town Bulletin Board for a period not less than 14 days, any time after which GOL may assess the sufficiency of the applicant pool. GOL shall collect all CAFs submitted over the preceding three years in which the applicant expressed an interest in serving as a non-voting resident member of the Finance Committee. The GOL Chair or designee shall contact any applicant who submitted their CAF prior to the posting of the vacancy notice to confirm continued interest. The applicant pool shall be all CAFs submitted over the preceding three years for which applicants are currently interested. In making a determination regarding the sufficiency of the applicant pool, GOL shall consider the following factors:

- The number of applicants relative to the number of vacancies or impending vacancies. GOL strives for more applicants than vacancies.
- The demographic diversity of the applicant pool. GOL strives for a diverse applicant pool, including racial, economic, gender, and generational diversity.

GOL assesses the applicant pool holistically in the context of the needs and history of the Committee. GOL shall, by majority vote, declare the applicant pool sufficient to proceed to soliciting from all candidates a statement of interest.

Prior to the posting of the statements of interest GOL does not disclose the total number of applicants to the public or to the press.

4. Selection Guidance

Selection of resident members shall be based on relevant experience, skills, and policy knowledge, with an emphasis on municipal and public finance. Qualifications might include:

- experience serving on public finance or audit committee;
- training/expertise in economics, finance, policy, or comparable areas; or
- experience/interest in municipal finance; or
- consistently available for meetings, particularly during budgeting season which is normally May and June

Ideally, resident members would represent a mix of experiences, skills, and perspectives – including knowledge of and beyond Amherst. In addition the Chair of GOL or a designee shall solicit from the Chair of the Finance Committee input as to whether there is any preferred knowledge and/or expertise that the committee requires to better assist it in its work.

Term limits: Generally, if a person is serving a first term, they are given preference for a second. Conversely, if a person is completing a second term, and there are other qualified applicants, preference would be given to a newcomer. Although there is no fixed limit on length of service, the length of service is normally limited to three (3) terms, two (2) years in length. In cases where special training or expertise is required, longer periods of service may be appropriate.

5. Statement of Interest

After GOL declares the pool sufficient and adopts Selection Guidance, the GOL chair or designee shall contact each individual in the applicant pool to solicit a Statement of Interest (SOI). The GOL chair or designee shall include in their solicitation a copy of the committee handout and the adopted Selection Guidance. Applicant Statements of Interest shall be typed and submitted as an MS Word Document or PDF directly to the GOL chair or designee unless accommodations are reached with the GOL Chair for other means of submission. It shall not exceed 700 words in length. The SOI shall describe why the applicant is interested in serving on the body and the relevant skills and experiences they will bring the body that align with the adopted Selection Guidance. Resumes and attachments will not be accepted. The GOL chair or designee shall establish a deadline for submission of SOIs. Any applicant who does not submit their SOI by the established deadline shall be considered withdrawn from the applicant pool. All applicants' SOIs shall be posted to the meeting packet on the Town website at the same time, at least 1 week in advance of the date for interviews. The SOIs shall also be attached to the public meeting posting to provide additional access by the public. The GOL chair or designee shall notify the Town Council that the SOIs have been posted.

6. Interviews

The GOL Chair with input from the Committee shall schedule a time for interviews. The purpose of the interviews is to give the Committee a chance to meet the candidates and to ask follow up questions to their SOI's. It is also an opportunity for the candidates to ask questions of the Committee in regards to the duties and demands of service on the Finance Committee. For that reason the Chair or some other designated member of the Finance Committee shall be invited to

attend the interviews in an advisory capacity. They will not be asking questions but may respond to questions from either the candidates or the Committee. The interviews shall be conducted during a regularly scheduled Committee meeting. All candidates shall be invited though attendance is not mandatory. The failure to attend the interview session shall not be a reason for disqualification. All Committee members shall be given the opportunity to ask one question and a follow-up question of each candidate. The Chair of GOL or their designee shall moderate.

7. GOL recommendation

At the that meeting or at the next regular or special GOL meeting following the conclusion of interviews GOL shall discuss the interviewees and the GOL recommendation to the Town Council. GOL shall seek to minimize the time between interviews and an expected Town Council vote. GOL may choose not to make a recommendation. GOL may also recommend fewer appointments than vacancies or impending vacancies. GOL's recommendation shall include the following:

- Name(s) of applicant(s) recommended for appointment
- Dates of appointment
- Reasons for recommendation
- Demographic information on the overall applicant pool