

**TOWN OF MERRIMACK, NEW HAMPSHIRE  
APPOINTMENT POLICY  
FOR BOARDS, COMMITTEES AND COMMISSIONS**

**SECTION I – INTRODUCTION.**

This Policy provides a process for the acceptance of names, interviewing, selection, and appointment of residents interested in serving on Boards, Commissions and Committees ("Committees") which are appointed by the Town Council. This policy applies to all committees established by the Town Charter (Article 6) and other committees established by the Town Council.

This Policy is intended to provide guidance to the Town Council in making informed choices for these Committees and their members, and to provide consistency in committee creation, member selection and appointment process.

**SECTION II - GENERAL APPOINTMENT PROCESS OF COMMITTEE MEMBERS.**

- A. REMINDERS TO INCUMBENTS.** The Town Council will send reminder letters to Committee members, whose term of office is expiring, inquiring whether or not the member is interested in reappointment for a full or alternate position.
- B. PUBLIC NOTICE OF OPENINGS.** When a term is expiring or a vacancy exists, the Town shall advertise, for thirty (30) calendar days, its intent to fill a position. A public notice shall also be posted in at least two (2) public places.
- C. SUBMISSION OF CANDIDACY IN WRITING.** Interested citizens shall submit their candidacy in writing to the Town Council Chair and/or the Town Manager within the thirty (30) calendar day notice period.
- D. DATE OF APPOINTMENT.**
1. By Charter, appointments run from July 1<sup>st</sup> to a June 30<sup>th</sup> expiration. The Council will make a reasonable effort to take action prior to June 30<sup>th</sup> each year.
  2. Vacancies within a Town Committee shall be filled for the unexpired term. Appointments fulfilling the remainder of a term of office will be made at a regularly scheduled Town Council meeting with the term to commence on the date of the appointment.
- E. OATH OF OFFICE.**
1. Once the Town Council appoints the applicant, the applicant is required to take an oath to qualify him or her to enter upon the duties of office.
  2. Failure to take the Oath of Office within 30 days of appointment shall be deemed a refusal to serve, and the office shall be deemed vacant. (Charter Section 3-7)

- F. RECOMMENDATIONS.** In accordance with State law, the Town Council will accept recommendations from the Planning Board for appointments to the Nashua Regional Planning Commission, and recommendations from the School Board, Merrimack High School student body, Merrimack Youth Association (hereinafter “MYA”), and the Senior Citizens Club for appointments to the Parks and Recreation Committee as provided by the Town Charter.
- G. ALTERNATE MEMBERS.** Alternate members are appointed to Committees to serve if a full member is unable to take his/her seat at a scheduled meeting. Alternate positions are an excellent method of allowing a resident to become familiar with the requirements of the Committee, and to gauge his/her ability to assume full membership. It also gives the Town Council an opportunity to assess the resident's qualifications to serve as a full member. All alternate members are encouraged to seek consideration for full membership when a vacancy exists.
- H. MEMBERS SEEKING APPOINTMENT TO MULTIPLE COMMITTEES.** Committee members will not be allowed to serve on more than two (2) committees whose members are appointed by the Town Council. Members of one committee who wish to serve on another committee must complete all steps for new members indicated in Section III below.

**SECTION III - RECRUITMENT, SELECTION, APPOINTMENT CRITERIA AND INTERVIEW PROCEDURE FOR COMMITTEE MEMBERS.**

**A. INTERVIEW.**

1. Appointment interviews are conducted in a public meeting in accord with this policy and RSA 91-A. Any resident interested in serving on a Committee for the first time must be interviewed by the Appointment Committee for that Committee.
2. Appointment interviews will be conducted for all members of the Merrimack Conservation Commission, Planning Board and Zoning Board of Adjustment.
3. For the remaining committees, at the discretion of the Appointment Committee, full members seeking re-appointment, or alternate members seeking re-appointment as an alternate or appointment as full members may not be required to interview. However, if multiple candidates present themselves and exceed the number of positions available, then, the Town Council may conduct interviews to identify the best applicant(s) for the position.

**B. APPOINTMENT COMMITTEE.**

1. The Chairman of the Town Council shall schedule the date, time and place of the interview for each applicant.
2. An Appointment Committee shall conduct the interview and be comprised of:
  - Chairman of the Town Council;
  - Vice-Chairman of the Town Council;
  - Town Council Representative to the Board, Committee or Commission; and

- Chairman or designee of the Board, Committee or Commission.
- The Chairman of the Town Council may designate an alternate Council member for any of the above Appointment Committee members.

**C. FACTORS FOR CONSIDERATION** (These factors are intended to provide general guidance, and the list is not considered to be complete or exhaustive. The Town Council reserves the right to choose the resident(s) they feel is/are most qualified for appointment).

1. Service on other Committee(s);
2. Life experience (personal and professional);
3. Candidate's ability and willingness to fulfill the time requirements of the committee and to regularly attend meetings; and
4. Potential Conflict of Interest

**D. APPOINTMENT PROCESS.**

After the interview, the Town Council Chair shall:

1. Submit a list of all candidates applying for appointment, any information provided by the applicants during the interview process, the recommendation form from the interview, and appointment papers;
2. Prepare an agenda request form for the next regular Town Council meeting for discussion;
3. After Council review and discussion, final action on the appointment(s) shall be scheduled for the ensuing Regular Town Council meeting;
4. After the appointment has been made by the Town Council, applicants who are not appointed shall receive a letter thanking them for their interest and applying for the position.

**SECTION IV – WAIVER PROCEDURE.**

The Town Council reserves the right to waive any procedures herein when it is judged by the Town Council to be in the best interest of the Town.

**SECTION V – RESERVATION OF AUTHORITY.**

The Town Council reserves the right to choose the resident(s) they feel are most qualified for appointment to be in the best interest of the Town.

**SECTION VI - AMENDMENT PROCEDURE.**

This Policy may, from time to time, be amended by a majority vote of the Town Council at a Regular Town Council meeting.

**SECTION VII - EFFECTIVE DATE: October 10, 2013**

**Amended: July 17, 2014**

Upon adoption by the Town Council, this Policy shall take effect immediately.

Merrimack Town Council



Nancy M. Harrington, Chairman



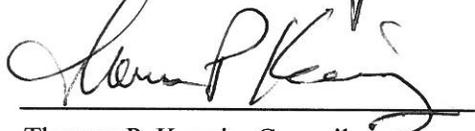
Thomas J. Mahon, Vice Chair



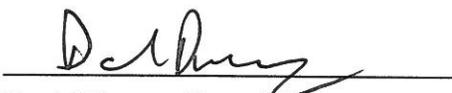
William W. Boyd, III, Councilor



Finlay C. Rothhaus, Councilor



Thomas P. Koenig, Councilor



Daniel Dwyer, Councilor

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Lon S. Woods, Councilor