



# TOWN OF ORLEANS

19 School Road Orleans, MA 02653-3699

Phone (508) 240-3700

<http://www.town.orleans.ma.us>

SELECT BOARD

TOWN  
MANAGER

## **SELECT BOARD APPOINTED MULTI MEMBER BODY (MMB) POLICY** (Committees, Commissions, Councils, Boards, Trusts, Task Forces)

The Select Board appreciates and encourages volunteer participation on all Town Multi - Member Bodies. In order to bring fresh energy and perspective to the Bodies that it appoints, the Select Board will use the appointment process to provide opportunities for new applicants to be considered and may suggest that members whose terms are expiring might want to apply their generosity of time, knowledge, skills and experience on another MMB. The following shall be the policy of the Select Board:

### Terms:

- *Advisory* MMB regular members may not serve more than two consecutive terms and *Regulatory* MMB regular members may not serve more than three consecutive terms. (Associate/alternate member terms do not apply).
- Any terms less than two years will not be counted as a full term. Terms *over* two years will be considered a full term and will count towards completion of a term limit.
- Standing exception for the Affordable Housing Trust Board, members may serve up to three consecutive two year terms. Terms under one year will not be counted as a full term. Terms over one year will be considered a full term.
- The Board shall, whenever possible, appoint members to full three year terms, based on assessment of current member term expirations.
- A break of one year after service of consecutive term limits is met is required before consideration of an application to re-join the same MMB.
- No individuals shall serve on more than two MMB concurrently except when the Charge, Charter, State Law, or Town Meeting specifically calls for representation by a member of one MMB on another, or at the sole discretion of the Select Board.

### Associate Members:

- Associate member positions are intended for new members to build knowledge of the MMB's work before applying for full membership status. As such, regular members may not be appointed to Associate/Alternative member status.
- When a multi-member body has associate members, the Chairperson, at the Chairperson's discretion, may designate any such associate member to sit and vote "in case of absence; inability to act; conflict of interest on the part of a member of the body; or in the event of a vacancy on the multi-member body until said vacancy is filled." (**Charter 6-1-11. May 16, 2023**)

### Representative Appointments

- Multi-member bodies that have members serving as representatives on another MMB must renominate the same appointee or a new appointee at a June meeting. This appointee will be confirmed by the Select Board for a one year term expiring the following year on June 30<sup>th</sup>.

#### Vacancies and Procedures:

- Vacancies will be advertised as they become available, and expiring terms will be advertised for appointments to be made in May/June. During the year if there are vacancies, the Select Board may determine if appointments need to be made at that time or can wait until May/June.
- If the Select Board is unable to make reappointments or new appointments before a term expires, there shall be a 30-day “grace period” during which members may continue to serve until the Board can act.
- Prior to making appointments to multi-member bodies, the Select Board shall advertise all vacancies and impending appointments on the Town website and in at least three public places. Said advertising shall enumerate the vacancies that are to be filled and include a description of the duties and shall solicit the names of persons willing and able to serve. The advertisement shall also state the location, time and date of the meeting, to be held no sooner than seven days after the publication of the advertisement, at which the Board anticipates that the appointments will be made. **[Charter 7-2-1, May 16, 2023]**
- The Select Board Chair and/or Liaison to multi member bodies will seek advice from the MMB Chair regarding new applicants or reappointments.
- The Town Manager shall maintain an updated list of MMB members, and ensure proper public notice of vacancies, applications and materials, and appointment dates.
- The Select Board may make exceptions to this policy and extend an individual’s term at its sole discretion. Some considerations may include:
  - Qualifications and experience of individuals, current projects and membership composition and history of the MMB.
  - Need for long-term consistency and competence in the interpretation and application of Town regulations and policies.

The Select Board will provide support and resources to all MMBs, assisting with administrative responsibilities, member training, legal advice, technology needs, and recognition.

(This new policy replaces B-1, B-2, B-7)

Adopted: June 28, 2023

Revised: April 30, 2025

Revised: May 7, 2025