

## TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

### TOWN COUNCIL APPOINTMENT POLICY

Administrative Regulation #8-2, adopted by the Town Council on February 15, 1994. Revised May 16, 2006. Revised January 15, 2008. Revised November 7, 2012. Revised March 17, 2015, Revised November 28, 2017.

#### Sec 1.0 PURPOSE

To establish the policy and procedures for Town Council appointments in order to attract and retain qualified and interested citizens to serve on agencies, authorities, boards, commissions, and committees, etc., hereinafter referred to as "A/B/C".

#### Sec 2.0 ORGANIZATIONS AFFECTED

The Town Clerk's Office, the political Town Committees and the general public.

#### Sec 3.0 ABBREVIATIONS and DEFINITIONS

**Sec 3.1** A/B/C – Agencies, authorities, boards, commissions, committees, councils, etc. – a Town of Groton body which is permanent in nature with decision-making or advisory authority.

Political Town Committee – the Democratic and Republican Town Committees. Also referred to as "political party".

Appointee – A member of any A/B/C who is appointed by the Town Council according to Statute, Charter, Ordinance or Resolution.

Appointments Committee – Town Council Personnel and Appointments Committee – A committee of the Town Council which recommends appointments to the Town Council.

*See Appendix A for list of A/B/C.*

#### Sec 4.0 POLICY

**Sec 4.1** This policy conforms to Town Charter Sections 8.1, 8.1.1, 8.1.2, 8.1.3, 8.1.5, 8.1.5.2, and 8.1.5.3 which describe the duties of the Town Council for appointments to A/B/Cs. The policy also conforms to Connecticut General Statute (CGS) 9-167a – Minority Representation.

*See Appendix B for Charter Sections and CGS 9-167a.*

#### Sec 4.2 APPOINTMENTS

Sec 4.2.1 It is the policy of the Town Council to appoint the most qualified citizens to the A/B/Cs. The Appointments Committee shall consider all applicants that have been recommended by the political Town Committees for a vacant position, regardless of party affiliation or lack thereof, but in compliance with CGS 9-167a. The Appointments Committee also shall consider all unaffiliated applicants for that same position. The Town Council reserves the right to appoint any applicant regardless of the recommendation from the political Town Committees.

Sec 4.2.2 All applicants are required to submit a completed application to the Town Clerk. Applications for recommended appointees also may be submitted directly by the political Town Committee to the Town Clerk.

*See Appendix C for Appointment Application.*

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### Sec 4.3 REAPPOINTMENTS

- Sec 4.3.1 Reappointment questionnaires for party members are required to be submitted to the Town Clerk by the relevant political Town Committee Chairperson or designee. If the political Town Committee Chairperson or designee is unable to communicate with the Chairperson of the Board or Commission within 60 days, the political committee chair will submit the reappointment questionnaire, with any information collected, to the Town Clerk's office.
- Sec 4.3.2 For unaffiliated members (including Chairpersons) the Town Clerk will send a reappointment questionnaire to the Chairperson of the A/B/C two months in advance of the term expiration date to be completed and returned to the Town Clerk.
- Sec 4.3.3 Upon receiving a recommendation for reappointment from a political Town Committee Chairperson or designee, the Chairperson of the A/B/C for unaffiliated members, or a request for reappointment by the unaffiliated Chairperson of an A/B/C, the Town Clerk shall forward the information within 10 days to the Town Manager's Office and Town Council Appointments Committee.

*See Appendix D for Reappointment Questionnaire.*

### Sec 5.0 PROCEDURES

#### Sec 5.1 ORIGINATION

- Sec 5.1.1 Vacancies on A/B/Cs shall be regularly publicized by the Town Clerk's Office.
- Sec 5.1.2 The Town Clerk shall provide information and applications to any person inquiring about appointment to a vacancy on an A/B/C.
- Sec 5.1.3 Upon receiving an application, the Town Clerk shall verify voter status through the Registrars of Voters. If the applicant is a member of a political party, a copy of the application shall be sent to the Chairperson of that party. If the applicant is unaffiliated, a copy of the application shall be sent to both political parties for informational purposes and to the Town Council Appointments Committee.
- Sec 5.1.4 It is not the responsibility of the Town Council or the Town Clerk to remind the political Town Committees of vacancies or term expirations.

#### Sec 5.2 COORDINATION AND APPROVAL

- Sec 5.2.1 Upon receiving a party member's completed application from the Town Clerk, the political Town Committee(s) will evaluate the applicant. If there is a vacancy and the political Town Committee wishes to recommend the appointment of the applicant, the Chairperson shall notify the Town Clerk in writing of the Town Committee's recommendation. For timely appointment, the political Town Committee shall notify the Town Clerk of the recommendation within sixty (60) days after receiving the completed application.
- Sec 5.2.2 If no recommendation is received from the Town Committee(s) by the Town Clerk within the sixty (60) days, the Appointments Committee shall proceed with consideration of the applicant.
- Sec 5.2.3 The political Town Committee and unaffiliated citizens may submit additional information to the Town Clerk's Office in order to support the recommendation or citizen interest.

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Sec 5.2.4 Upon receiving the recommendation of the political Town Committee for a new appointee, the Town Clerk shall forward the information within 10 days to the Town Council Appointments Committee.

Sec 5.2.5 The Appointments Committee shall meet to review and discuss the applicant's qualifications. The Appointments Committee may, at its discretion, elect to personally interview applicants, in which case the Town Clerk shall be requested to invite the applicant to attend an Appointments Committee meeting. The Appointments Committee shall reserve the right to perform its due diligence in vetting all applicants prior to recommending an individual for appointment or reappointment by the Town Council.

Sec 5.2.6 The Appointments Committee shall submit its recommendations to the Town Council for approval at the next regularly scheduled Council Meeting or, if necessary, at a Special Meeting.

### **Sec 5.3 APPOINTMENT AND OATH OF OFFICE**

After approval at a Town Council meeting, the appointee shall be notified by the Town Clerk and given the oath of office. The Town Clerk shall send copies of the appointment letter to the Chairperson of the A/B/C and to that A/B/C staffing department.

### **Sec 5.4 POLICY ON ALTERNATE POSITIONS**

It is the policy of the Town Council that alternates are considered as a separate body in the composition of the A/B/C with respect to CGS 9-167a.

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#### **NOTES:**

1. It does not matter which party is the majority on the Town Council. Appointment of any applicant does not define the "position" such as Democratic or Republican.
2. If there is any question about the composition of an appointed town board, the Town Attorney makes the ruling on it, not the State.

**TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS**

**APPENDIX A**

***Boards and Commissions***

Appointed by the Town Council

CGS – Connecticut General Statutes TC Res – Town Council Resolution		GTCo – Groton Town Code of Ordinances GTCh – Groton Town Charter	
BOARD OF ASSESSMENT APPEALS	3-year	GTCh 8.4	Ordinance #253
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE	3-year	TC Res. 1/3/89, 2/18/92	
FAIR RENT COMMISSION	3-year	GTCo 9-33	CGS various
HARBOR MANAGEMENT COMMISSION	3-year	GTCo 2-161	CGS 22a-113k
HISTORIC DISTRICT COMMISSION	5-year	GTCo 2-195	CGS 7-147c
HOUSING AUTHORITY (and Redevelopment Commission)	5-year	CGS 8-40	
HOUSING CODE BOARD OF APPEALS	3-year	GTCo 9-129	
INLAND WETLANDS AGENCY	2-year	GTCo 2-111	CGS 22a-42
JABEZ SMITH HOUSE COMMITTEE	4-year	TC Res. 9/20/04 & 2/5/02	Town Manager and Town Council
LIBRARY BOARD	3-year	GTCh 8.1	
NEIGHBORHOOD REVITALIZATION ZONE COMMITTEE (NRZ)	indefinite	GTCo 9-216 – 9-220	
PARKS AND RECREATION COMMISSION	5-year	GTCh 8.1	
PERMANENT SCHOOL BUILDING COMMITTEE	3-year	TC Res. 9-28-65, 12/20/71, 3/7/00	
PERSONNEL APPEALS BOARD	5-year	GTCh 5.12	
PLANNING COMMISSION	5-year	GTCh 8.1	CGS 8-19
RETIREMENT BOARD	3-year	GTCh 8.1	GTCo 2-62
SHELLFISH COMMISSION	5-year	GTCo 2-126	CGS 26-257a
WATER POLLUTION CONTROL AUTHORITY	3-year	GTCo 15-21	CGS 7-246,
ZONING BOARD OF APPEALS	5-year	GTCh 8.1	CGS 8-5
ZONING COMMISSION	5-year	GTCh 8.1	CGS 8-1

Appointed by the Town Manager (Not Subject to Appointment Policy)

BUILDING CODE BOARD OF APPEALS	5-year	CGS 29-266	
CONSERVATION COMMISSION	4-year	GTCh 8.1	CGS 7-131a
ECONOMIC DEVELOPMENT COMMISSION	5-year	GTCo 2-148	CGS 7-136
YOUTH & FAMILY SERVICES ADVISORY	No limit	CGS 17a-40	

## TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

### APPENDIX B

#### TOWN CHARTER and CGS 9-167a

##### TOWN CHARTER

###### CHAPTER VIII. AGENCIES, AUTHORITIES, BOARDS, COMMISSIONS, COMMITTEES, COUNCILS; APPOINTED OFFICERS

###### Sec. 8.1 General.

The Council may, at its discretion, create or eliminate agencies, authorities, boards, commissions, committees, or councils (ABC), either permanent or non-permanent consistent with the CGS or ordinance or resolution.

###### 8.1.1 *Eligibility for membership.*

Members of all appointive ABC, with the exception of advisory boards or other bodies specifically exempted, shall be resident electors of the Town. After selection and notification they shall be sworn in by the Town Clerk or designee before having the right to participate and to vote. Any member ceasing to be a resident elector of the Town shall immediately cease to be a member of such ABC and the position shall be deemed vacant.

###### 8.1.2 *Appointment.*

All appointments shall be in accordance with a policy approved by the Council or the Town Manager as appropriate. Minority representation shall apply as per CGS Sec. 9-167a.

###### 8.1.3 *Reappointment.*

Upon expiration of appointment, all regular and alternate members of ABC shall continue to serve until they have been reappointed or replaced, unless such member provides a written statement to the Town Clerk that he/she no longer wishes to serve.

###### 8.1.4 *Officers.*

Unless otherwise specified by CGS, the members of all appointive ABC shall elect a chairperson, vice chairperson and secretary. Such election shall take place annually at the first meeting in January or at the first meeting with a quorum, whichever occurs first.

###### 8.1.5 *Removal.*

8.1.5.1 A regular or alternate member of any appointive ABC may be removed for cause by at least seven (7) votes of the Council or by the Town Manager as appropriate appointing authority. Just cause may include: 1) failure to attend at least sixty (60) percent of the regular meetings without reasonable explanation during any calendar year; 2) failure to comply with the duties and obligations imposed by local, state or federal law; 3) violation of the Town Code of Ethics if such exists.

8.1.5.2 No member or alternate of any ABC shall be removed until he/she has been notified by certified mail with a written statement indicating why he/she should be removed. Proof of mailing shall be considered adequate notification. Not sooner than four (4) weeks after mailing, the Council or Town Manager shall convene a public hearing at which the regular or alternate member may appear with counsel. Not later than three (3) weeks after the close of said public hearing, the Council shall vote or the Town Manager, as appropriate, shall take action to remove the member.

8.1.5.3 Any regular or alternate member who has been removed from any ABC shall be ineligible to be a regular or alternate member on any agency, authority, board, commission or committee for a period of not less than one (1) year.

###### 8.1.6 *Guidebook.*

Descriptions of individual ABC shall be in accordance with the laws which have established them and delineated in a Council-approved Town publication: "Guidebook to the Agencies, Authorities, Boards, Commissions, Committees and Councils."

###### 8.1.7 *Continuation.*

Unless otherwise specified by CGS, all ABC in existence on the effective date of the Charter shall remain in existence until such time, if any, that the Council eliminates it pursuant to the provisions of Section 8.1.

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**CONNECTICUT GENERAL STATUTES**

Sec. 9-167a. Minority representation. (a)(1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

COLUMN I	COLUMN II
Total Membership	Maximum from One Party
3 .....	2
4 .....	3
5 .....	4
6 .....	4
7 .....	5
8 .....	5
9 .....	6
More than 9 .....	Two-thirds of total membership

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body, or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise, (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting, or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty thousand dollars.

(b) Prior to any election for or appointment to any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

(c) In the case of any election to any such body, the winner or winners shall be determined as under existing law with the following exception: The municipal clerk shall prepare a list of the candidates ranked from top to bottom according to the number of votes each receives; when the number of members of any one political party who would be elected without regard to this section exceeds the maximum number as determined under subsection (b) of this section, only the candidates of such political party with the highest number of votes up to the limit of such maximum shall be elected, and the names of the remaining candidates of such political party shall be stricken from the list. The next highest ranking candidates shall be elected up to the number of places to be filled at such election.

(d) If an unexpired portion of a term is to be filled at the same time as a full term, the unexpired term shall be deemed to be filled before the full term for purposes of applying this section. At such time as the minority representation provisions of this section become applicable to any board, commission, committee or body, any vacancy thereafter occurring which is to be filled by appointment shall be filled by the appointment of a member of the same political party as that of the vacating member.

(e) Nothing in this section shall be construed to repeal, modify or prohibit enactment of any general or special act or charter which provides for a greater degree of minority representation than is provided by this section.

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(f) Nothing in this section shall deprive any person who is a member of any such body on July 1, 1960, of the right to remain as a member until the expiration of his term.

(g) For the purposes of this section, a person shall be deemed to be a member of the political party on whose enrollment list his name appears on the date of his appointment to, or of his nomination as a candidate for election to, any office specified in subsection (a) of this section, provided any person who has applied for erasure or transfer of his name from an enrollment list shall be considered a member of the party from whose list he has so applied for erasure or transfer for a period of three months from the date of the filing of such application and provided further any person whose candidacy for election to an office is solely as the candidate of a party other than the party with which he is enrolled shall be deemed to be a member of the party of which he is such candidate.

(h) For the purposes of this section, the appointing authority for any member of any board or commission shall notify all other appointing authorities for members of such board or commission of each appointment made, including the name, town of residence and political affiliation of the person appointed, not later than five calendar days after such appointment. Such notification may be transmitted by electronic means.

TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

**APPENDIX C**

**APPLICATION FOR BOARDS AND COMMISSIONS, ETC.**

*Please return the completed application to the Town Clerk, 45 Fort Hill Road, Groton, CT 06340*

BOARD, COMMISSION, etc.: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Political Affiliation (if any) \_\_\_\_\_ Telephone/cell: \_\_\_\_\_

Email Address \_\_\_\_\_

1. Why would you like to serve on this Board? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What educational background and/or work experiences do you have that would help you in fulfilling your responsibilities as a member? Please provide a resume.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please list all local community organizations in which you are actively involved or hold membership. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you have any time constraints that would limit your participation or attendance on this board? \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

<b><i>For Town Clerk office use only</i></b>	<b><i>Date</i></b>
Information verified with ROV office	
Copy sent to <input type="checkbox"/> DemTCtee <input type="checkbox"/> RepTCtee	
Rec'd from <input type="checkbox"/> DemTCtee <input type="checkbox"/> RepTCtee	
Copy sent to TC Appointments Ctee	
Town Manager appointment – copy sent to TM	



TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

**APPENDIX D**

**REAPPOINTMENT QUESTIONNAIRE**

*Please return the completed questionnaire to the Town Clerk, 45 Fort Hill Road, Groton, CT 06340*

Board, Commission, etc.: \_\_\_\_\_

Name of Member \_\_\_\_\_

Telephone/cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) Member Contacted: \_\_\_\_\_

Date(s) Board/Commission Chair Contacted: \_\_\_\_\_

1. Does the member want to continue to serve?      YES      NO

2. How many meetings attended in the last year? \_\_\_\_\_      How many meetings absent? \_\_\_\_\_

List any extenuating circumstances for absences: \_\_\_\_\_

Chair comments on member's participation: \_\_\_\_\_

3. Does the Board/Commission Chair recommend reappointment of this member?      YES      NO

Chair comments: \_\_\_\_\_

AND/OR Does the Board/Commission Chair recommend appointment of this member  
from alternate to regular member (if applicable)?      YES      NO

Chair comments: \_\_\_\_\_

4. The \_\_\_\_\_ Town Committee recommends this reappointment (if applicable).      YES      NO  
Democratic/Republican

5. Please list all local community organizations in which the member is actively involved or holds membership.

\_\_\_\_\_

6. Person completing this form:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Capacity: \_\_\_\_\_  
Board/Commission Chair or Town Committee Chair or designee

Other: \_\_\_\_\_

**TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS**

<b><i>For Town Clerk office use only</i></b>	<b><i>Date</i></b>
Rec'd from <input type="checkbox"/> DemTCtee <input type="checkbox"/> RepTCtee	
Rec'd from Board/Commission Chair	
Rec'd from Council Appointments Ctee Chair	
Copy & Memo sent to Council Appointments Ctee	