

Committee & Board Member Appointment Policy

1. Purpose and Applicability. This policy outlines the procedures for the Select Board to fill vacancies on Town boards, committees, and commissions. Its purpose is to establish a fair, transparent, and equitable process designed to: (i) enhance public participation on boards, committees and commissions, (ii) support these bodies in fulfilling their objectives, and (iii) promote the overall best interests of the Town. To the extent any statute, ordinance, or Select Board resolution establishing or charging a board, committee, or commission includes specific provisions for appointing members, including residency requirements, that differ from this policy, those explicit appointment provisions shall take precedence.

2. Categories of Boards, Committees and Commissions. Wayne is fortunate to be served by a number of boards, committees and commissions made up of dedicated volunteer residents working to strengthen and improve our community. While each of these plays a vital role in supporting the Town, these various boards, commissions and committees have distinct responsibilities and functions that warrant different procedures for member appointments. It is both appropriate and prudent that appointments to boards with substantial governmental responsibilities—such as issuing permits, adjudicating appeals, or establishing regulations (i.e. Planning Board, Board of Appeals, and Conservation Commission)—undergo a more comprehensive level of review and due diligence than those required for boards and committees whose roles are primarily advisory or ceremonial, such as the Farmers' Market Committee or Memorial Day Committee. Accordingly, for the purposes of this policy, boards, committees, and commissions are classified as follows:

a. Governing Boards. These are standing boards established by statute or ordinance to carry out key governmental responsibilities, such as issuing permits, adjudicating appeals, and establishing regulations. Governing Boards make decisions, enforce rules and/or provide oversight in direct support of the town's government and its residents. They are entrusted with significant authority, and their members are expected to demonstrate a high degree of impartiality, expertise, and commitment to the public interest. Appointment of members to Governing Boards requires the greatest level of scrutiny and due diligence. These boards include:

- Planning Board
- Board of Appeals
- Conservation Commission

b. Technical Advisory Committees. These standing committees offer advice and guidance to Town officials and staff on matters requiring technical or other specialized skill, knowledge or expertise. They generally include individuals with expertise, training, or experience in areas such as construction, engineering, environmental science, information technology, or social welfare. Their responsibilities may include:

- reviewing technical elements of town projects, initiatives, long-term plans, or policies to assist Town officials in making decisions based on current practices and scientific standards,
- providing input during the development of requirements for bid solicitations, proposals, and contract management related to infrastructure construction, maintenance, or repair,
- supporting upgrades to information technology systems or assisting in the selection and implementation of new technologies, or
- provide advice regarding and advocacy for programs that support and enhance the quality of life for the Town's older adults.

Although Technical Advisory Committees do not hold the same level of authority as Governing Boards, their significant consultative function in Town affairs justifies a selection process that targets specific areas of expertise and ensures the appointment of members with the necessary qualifications. Examples of Technical Advisory Committees include: (i) the Infrastructure Committee and (ii) Aging-at-Home Committee.

c. Advisory or Ceremonial Committees. These standing committees support the Town through guidance, planning, recommendations, or organizing community events, but do not exercise legal authority or make binding governmental decisions. These include committees such as the Farmers' Market Committee, Memorial Day Committee, and similar groups whose primary purpose is to encourage civic participation and enrich the cultural life of Wayne. Appointment to these committees is typically less formal, focusing on an individual's willingness to contribute, relevant interests, and ability to collaborate with others.

d. Ad Hoc Committees. Ad hoc committees are temporary or specialized groups formed by the Select Board from time to time to address specific tasks or issues that are outside the responsibilities of standing committees. They may also be created to support the Select Board or another standing board or committee with unique or nonrecurring matters requiring particular attention. In contrast to standing committees, ad hoc committees are dissolved upon the completion of their assigned objectives. Procedures for the initial selection of members, as well as for filling vacancies, may differ from committee to committee based on the talents and expertise necessary for the committee to successfully complete its assigned tasks. Therefore, such procedures should typically be outlined within the charge or resolution establishing each ad hoc committee. Past examples of ad hoc committees include: (i) the 2024 Town Manager Hiring Advisory Committee and (ii) the 2023 Mobile Home Park, Recreational Vehicle and Campground Ordinance Committee.

3. Directory of Boards, Committees, and Commissions. The Town Manager shall publish an up-to-date directory of all current Town Boards, Committees, and Commissions on the Town website. This directory provides information to residents about the existence, purposes, and membership of these groups, as well as available service opportunities. The information published for each group shall include:

- A concise narrative outlining the committee's functions and specifying the category described in Section 2 above to which the committee belongs.
- A roster of current committee members, indicating any special roles (e.g., chair, vice chair, secretary), as well as the expiration dates of their terms.
- Reference to the relevant statute, ordinance, or Town policy, if applicable, that governs the formation, organization, or operation of the committee.
- If applicable, a copy of the committee's "charge" or other founding document or resolution defining its purpose, duties, and responsibilities.

The Select Board shall provide the Town Manager information and shall take other such actions as may be necessary for the Town Manager to perform this task.

4. Appointment Process – Governing Boards and Technical Advisory Committees (both referred to in this Section as "Boards").

a. Evaluation Criteria. Vacancies (for both members and alternates, where applicable) shall be filled based on the current needs and best interests of both the board in question and the Town. When evaluating applications for these vacancies, the Select Board will consider various factors, such as: (i) education and experience relevant to the board's jurisdiction; (ii) prior service on Town boards (including, but not limited to, the specific board in question); (iii) diverse representation by or on behalf of relevant stakeholders; (iv) availability to participate actively in board proceedings; and (v) succession and continuity planning, such as mentorship and the development of future leadership. This evaluation process is inherently subjective, and the factors listed above are not exhaustive.

b. Incumbents and Alternates. All vacancies on these boards, whether due to expiring terms or mid-term departures, shall be filled in accordance with the selection process outlined in this Section 4. An incumbent board member wishing to continue serving after his or her term expires and/or

any alternate wishing to serve as a board member should submit an application for appointment to the vacant position. While prior service is a factor to be given significant weight in the evaluation process, it is not the sole determining factor. The decision to select an applicant other than the prior incumbent or an alternate member should not be construed as a judgment of that individual's previous performance, qualifications, or suitability for ongoing service. Rather, it reflects the Select Board's judgment that another candidate more closely meets the present requirements of both the board in question and the Town. Examples of these considerations might include, but are not limited to: (i) addressing skill or experience gaps in specialized areas such as engineering, environmental issues, or legal matters, and (ii) cultivating internal talent, supporting professional development, and promoting knowledge transfer for future needs.

c. Application Forms. The Town Manager shall develop and maintain application forms for these Town board positions. Application forms should be structured to gather pertinent information necessary to assess the qualifications of applicants for the respective positions, while avoiding unnecessary complexity or burden.

d. Requesting Applications. For terms expiring on June 30, applications should be requested not later than April 15 with a due date not later than the first regular Select Board meeting in May. For positions that become vacant during their term, requests should be distributed as soon as practical once the pending or actual vacancy is known. Requests for applications shall be published on the Town website, posted following the same procedures used for board meeting notices, and may be distributed through additional methods at the Town Manager's discretion. Requests for applications may also be distributed by announcements at public events or by delivery to individuals who are known to have desired skills or experience or who have expressed an interest in serving. When requesting applications, the Town Manager will publish a closing date that allows enough time for responses without delaying appointments. The Town Manager may extend the due date if necessary.

e. Application Review Committee Process. The Application Review Committee process outlined in this section 4(e) applies to Governing Boards only.

- (i) Appointing an Application Review Committee ("Review Committee"). Around the time applications are requested for a Governing Board vacancy, the Select Board will appoint a Review Committee, consisting of: (a) one or two Select Board members, (b) the Town Manager or their designee, and (c) the chair of the board in question or their designee (or the vice-chair or their designee if the chair is serving in the position that will become vacant).
- (ii) Committee Review of Applications. Following the due date for applications, the Town Manager will forward all applications received to the Review Committee for consideration. The Review Committee may review late applications at its discretion if it determines that

doing so serves the interests of the Town and does not cause significant delays in the appointment process. The Review Committee may make appointment recommendations based on the submitted application forms, or it may choose to interview all applicants or to interview only those identified as highly qualified.

- (iii) Review Committee Recommendations. The Review Committee is expected to finish its review of applications and forward its recommendation to the Select Board prior to the first regularly scheduled Select Board meeting in June. With support from the Town Manager, the review committee shall submit its recommendation in writing and include a brief explanation of the process and the basis for its recommendations. The review committee's recommendation should also be accompanied by copies of all applications received for the vacant position. At the request of the Select Board, the Review Committee may meet with the Select Board to discuss its recommendation; such meetings may be held in executive session if permitted by applicable law. **While the Review Committee's recommendation should be given considerable weight, it is advisory only and will be given such consideration in the final decision as the Select Board deems appropriate.**

f. Selection of the New Board Member. After receiving the Review Committee's recommendation for vacancies on Governing Boards or after receiving the applications for those on Technical Advisory Committees, the Select Board will review all applications for the vacant position, as well as the Review Committee's recommendation, where applicable. The Select Board will then deliberate and act to fill the vacancy, with the applicant deemed most qualified to meet the needs of the board in question and the Town. If no applications or an insufficient number of applications are received for any position, the Select Board may direct the Town Manager to request additional applications, or it may proceed to fill the vacancy in the manner it deems to be in the Town's best interest without requesting additional applications.

5. Appointment Process – Advisory or Ceremonial Committees.

a. Prior to the second regularly scheduled Select Board meeting in each March, the chair of each Town Advisory or Ceremonial Committee will provide the Town Manager with the necessary information to announce service opportunities on their committee, as detailed below. Then, before the first regularly scheduled Select Board meeting each April, the Town Manager will publish notices of opportunities for service on these committees. Each notice will: (i) outline the committee's functions and responsibilities; (ii) include the official charge of the committee, if available; (iii) provide the committee's most recent report from the Town Report, if applicable; (iv) list the current members; (v) supply contact details for individuals seeking further information; and (vi) instruct those interested in serving to submit applications to both the committee chair and the Town Manager.

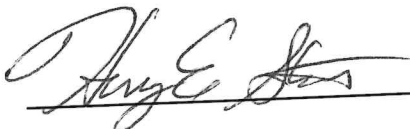
b. Prior to the second regularly scheduled Select Board meeting in each May, the chair of each Town Advisory or Ceremonial Committee will provide recommendations to the Town Manager for appointment of committee members to serve during the following Town fiscal year. The Town Manager will forward appointment recommendations, along with any additional comments or recommendations he or she may have, to the Select Board prior to the first regularly scheduled Select Board meeting in each June. All recommendations for appointment are advisory only. The Select Board shall endeavor to appoint all members of Town Advisory or Ceremonial Boards prior to the end of June each year.

c. Each Town Advisory or Ceremonial Committee shall appoint one of its members to serve as committee chair and one to serve as vice-chair to facilitate the committee in achieving its purposes and to serve as the point of contact for communications between the committee and Town Officials.

This policy may be amended by the Municipal Officers of Wayne, Maine at a duly warned regular scheduled Select Board meeting at any time.

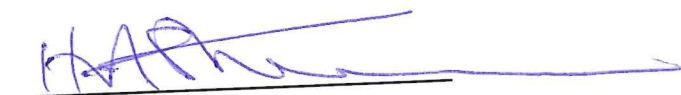
Adopted by the Select Board this 6th day of January, 2026.

Select Board Members


Henry Steck, Chair


Lloyd Irland, Vice-Chair

Marianne Butak


Hazel Stevenson


Tom Moran