



Woodstock, Vermont *The Shire Town of Windsor County*

TOWN-VILLAGE MANAGER GOVERNMENT

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Town and Village of Woodstock Public Boards, Commissions and Committees Membership Guideline Procedures

1. Purpose

The Town and Village of Woodstock rely on volunteers to serve on numerous boards, commissions and committees (hereinafter referred to as “boards” in this document) without whose efforts local government would not function. It is the responsibility of Town Selectboard and Village Trustees to make these appointments. The purpose of this document is to standardize the procedures for appointing new members, renewing membership terms, establishing expectations for members and for making sure that Open Meeting Law requirements are met.

2. Applicability

These procedures are applicable to the following boards unless State Statutes require different procedures:

Selectboard Appointments

- Billings Park Commission
- Capital Budget Commission
- Conservation Commission
- Economic Development Commission
- South Woodstock Design Review Board
- Town Development Review Board

Village Trustee Appointments

- Village Design Review Board
- Village Development Review Board

Joint Appointments

- Investment Advisory Committee
- Planning Commission

3. Recruitment of New Members

Each board has vacancies from time to time as members resign or reach the end of their terms. Board chairs will advise the Selectboard and/or Trustees of vacancies and a search for a new member will be undertaken. Vacancies will be advertised as they occur.



Applicants who are interested in serving on one of these boards are asked to:

- Attend at least one meeting of the board to which they have applied before the interview
- Submit a bio or resume and be prepared to answer questions drafted by the Selectboard and/or the Trustees and members of the applicable board.
- Be interviewed by the Selectboard and/or the Trustees at their regular meetings as applicable
- Be interviewed at the same time by any interested members of the applicable board

Applicants will be given at least 10 days notice of the interview and a standard set of interview questions that will be asked during the interview. After the interview each candidate will be thanked for their interest and informed of the decision making schedule.

Final decision for appointments will generally be made in a special meeting following the final interview. Joint appointments will generally be made at a special meeting of Trustees and Selectboard. All candidates will be notified via email and regular mail within a few days of the decision and sent appropriate materials relevant to their new role.

Existing members of the applicable board will:

- Encourage qualified individuals from the community to apply for vacant positions
- Be invited to attend interviews or submit their questions and comments to the appropriate board chair

4. Reappointment of Members

Reappointment to a board position is not automatic but made by the Selectboard or Trustees upon receiving a letter of interest from the returning board member. Board chairs are responsible for regularly reviewing term expirations.

The Selectboard and/or Trustees will either approve the reappointment or invite new applicants for interviews.

If the member whose term is expiring does not wish to continue as a member, the member should advise the Town Manager, Selectboard and/or Trustees and a search for a new member will be undertaken.

5. Commitments for Effective Boards

All members appointed will be asked to commit to

- After the second meeting, attend 80% of regularly scheduled meetings (unless there are extenuating circumstances) and resign from their position if they are not able to do so
 - Board chairs will review attendance at least annually. Any member not attending sufficient meetings will be warned by the board chair (or Selectboard and/or Trustees if help is requested) after the first review and asked to resign after the second review
- Follow the Open Meeting Law requirements
- Hold meetings in public places that can accommodate members of the public
- Prepare for meetings by reviewing all appropriate material before each meeting and being prepared to discuss all of the items on the agenda
- Follow the Woodstock Conflict of Interest Policy https://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy_2017.pdf
- Contribute to work requested outside of the regular board meetings if necessary
- Abide by the roles and responsibilities of each board
- Advise the Town Manager, Selectboard and/or Trustees of their resignation so that a search for a new member can be undertaken promptly

6. Commitment to Boards

The Town Manager and staff shall maintain records of:

- The members of each board
- The date each member was appointed
- The term length of each position
- The term expiration dates

The Town Manager and staff will support the boards. For example, each board can expect support in adhering to the Open Meeting law by requesting posting of meeting warnings and minutes.

7. Eligibility and Terms

Eligibility and terms are in some cases governed by State Statute and in other cases determined at the discretion of the Selectboard and/or Trustees.

Board	Size	Eligibility	Terms
Billings Park Commission	7	All residents of Town/Village	3 years
Capital Budget Committee	5	All residents of Town/Village	3 years
Conservation Commission	3-9	All residents of Town/Village*	4 years
Economic Development Commission	9	At least 7 residents of Town/Village and up to two owners of Town/Village businesses who have at least one employee.	3 years
Investment Advisory Committee	At least 3	All residents of Town/Village	3 years
Planning Commission	3-9	Majority must be Town/Village residents**	4 years
South Woodstock Design Review Board	3	Majority must be South Woodstock residents	3 years
Town Development Review Board	5	Majority must be Town/Village residents	3 years
Village Design Review Board	5	Majority must be Village residents	3 years
Village Development Review Board	5	Majority must be Village residents	3 years

* Conservation Commission. Per Vermont Statute 24 V.S.A. § 4502

** Planning Commission. Per Vermont Statute 24 V.S.A. § 4323

Adoption History

1. Agenda item at Selectboard and Village Trustee meetings held January 8 and 15, 2019
2. Circulated for feedback by board chairs in January 2019
3. Read and approved at Selectboard and Trustee joint meeting on June 4, 2019