

TOWN OF NARRAGANSETT
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TOWN OF NARRAGANSETT
RULES FOR COMMISSION, COMMITTEE AND BOARD
APPOINTMENTS

I. SELECTION PROCESS OF MEMBERS

1. As authorized by the Town Council, the Town Clerk shall advertise once a year in a local newspaper, the commissions, committees, and boards that will have upcoming appointments. When a vacancy occurs it will be placed on the Town's website.
2. Upon receipt of an application, the Town Clerk shall date stamp it and retain the original.
3. The application shall remain on file for a period of two (2) years from the date received. The Town Clerk will contact applicant after the two-year period to seek availability and interest. The Town Clerk will forward all applications on file for an open board when a vacancy becomes available on that particular committee, commission or board to the Town Council and to the Town Manager.
4. All new vacancies on the Planning or Zoning Boards will require that the Town Council interview those candidates. Individuals currently serving on these Boards need not be interviewed when applying for reappointment to a successive term on the same Board. However, an attendance record will be included to the agenda item for those individuals wishing consideration for reappointment.
5. The Town Council motion to appoint a candidate to a particular committee, commission or board, shall have the names of each applicant candidate listed on the summary.
6. A written staff recommendation may be submitted to the council through the Town Manager.

7. All applications received shall be available for public review to the extent under law, in the office of the Town Clerk.
8. The mission for each board, commission or committee shall be available in the office of the Town Clerk and on the town's website.

II. REQUIREMENTS AND RULES FOR MEMBERSHIP

1. Applications for the various commissions, committees and boards shall be available on the Town's website.
2. Only applications received before the scheduled appointment date shall be considered for appointment.
3. The Town Clerk shall notify individuals whose terms are about to expire, to determine if that individual wishes to be considered for reappointment and shall contact the Chair for an attendance report. Members are reappointed at the discretion of the Town Council.
4. Membership on a board, committee or commission shall be limited to two consecutive terms, with a one term hiatus before a member can be eligible to serve on the same board, committee or commission again. Any terms served as an alternate member will not count toward term limits. Members of boards, committee or commissions may serve the second term consecutively if appointed.
5. No person shall be appointed to serve concurrently on more than one commission, committee, or board created by the Town Council, with the exception of Ad Hoc commissions, committees or boards, or dual appointments required by Charter, Ordinance or Resolution. Dual office may be permitted if all applications on file are given appropriate consideration before a person is appointed to a second board or committee and the appointment will not violate the town charter.
6. Individuals wishing to be considered for reappointment shall notify the Town Clerk prior to the expiration of the date.
7. The chairperson of each commission, committee or board shall submit each January an *Annual Report* including an attendance record, to the Town Clerk.
8. When any member of a commission, committee or board is absent for (3)

- consecutive meetings, the Chairperson shall notify the Town Clerk, who shall in turn notify the Town Council for direction. Should the Chairperson recognize any other attendance deficiencies, the Town Clerk shall be notified, who shall in turn notify the Town Council for direction.
9. Any appointee who is absent without cause for three (3) consecutive meetings may be subject to removal by the Town Council.
 10. The applicant shall comply with all State Laws and Regulations, as well as Ethics Commission requirements for appointees.
 11. The applicant shall be a full-time resident and elector in the town to be considered for an appointment to the Planning Board, Pension Board and Zoning Board Review.
 12. No current member of the Town Council is permitted to serve as an officer for any board, committee, or commission.
 13. All town commissions, committees, and boards, including those solely advisory in nature, shall keep written minutes of all their meetings and shall adhere to RIGL § 42-46-7, "The minutes shall include, but need not be limited to: (1) The date, time, and place of the meeting; (2) The members of the public body recorded as either present or absent; (3) A record by individual members of any vote taken; and (4) Any other information relevant to the business of the public body that any member of the public body requests be included or reflected in the minutes." The minutes shall be public records and unofficial minutes shall be available to the public at the office of the public body within thirty-five (35) days of the meeting or at the next regularly scheduled meeting, except where the disclosure would be inconsistent with §§ 42-46-4 and 42-46-5 or where the public body by majority vote extends the time period for the filing of the minutes and publicly states the reason.

III. APPOINTMENT REVIEW PROCESS

1. The Town Council shall review each application and may invite specific candidates to an interview with the Council prior to a regularly scheduled meeting or work session. Candidates interviewed by the Town Council will be sent a letter of appreciation by the Town Clerk.

2. When making a nomination, the Council member making the recommendation will verbally outline reasons for the nomination.

Adopted February 1, 2010

Amended 11-15-10

Amended 11-18-13

Amended 11-21-16

Amended 02-06-17

Amended 08-06-18

Amended 10-04-21

Amended 10-17-22

Amended 04-03-23