



**TOWN OF WESTFORD  
VOLUNTEER APPOINTMENT POLICY**

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**PURPOSE & OBJECTIVES.** Pursuant to Section 2(6) of the Town of Westford Charter, The Selectboard establishes this policy to standardize procedures for the selection and appointment of, membership to and dismissal from Selectboard-appointed Boards, Commissions and Committees, hereinafter referred to as “bodies” or “body”, in order to allow people an equal and inclusive opportunity to be considered and to provide for consistent administration.

In making appointments to municipal bodies, whenever possible, the Town of Westford will seek qualified members who have a mix of professional backgrounds and experience and who reflect a variety of views that represent the diversity of the community.

**APPLICATION.** This policy shall apply to the appointment of volunteer members of the listed bodies created to date and to those that may be created by the Selectboard in the future:

- I. The Development Review Board (DRB)
- II. The Planning Commission (PC)
- III. The Cemetery Commission
- IV. The Conservation Commission
- V. The Recreation Committee
- VI. The Common Commission

**POLICY & PROCEDURE.**

**I. Membership of a Body:**

- a. The maximum number of seats on each body shall be defined at establishment of the body by the Selectboard and may be changed by majority vote of the Selectboard.
- b. The membership of all bodies except the Planning Commission and Development Review Board must be:
  - i. Residing in Westford;
  - ii. OR, be considered by the Selectboard for other reasons, including but not limited to:
    1. Owning a business in Westford;
    2. Owning land in Westford;
    3. Being employed in Westford;
    4. Being active in Westford affairs;
    5. Having expertise or skills that would be of value to the body.
- c. The membership of the PC and DRB must be:
  - i. Residents of Westford OR;
  - ii. Landowners in Westford

**II. Alternates:**

- a. The use of alternates shall be limited to the Development Review Board where two alternate seats are permitted. Alternates may temporarily serve as board members in the event of a recusal or when three or more regular members are absent.
- b. Alternates are encouraged to attend regular meetings to ensure familiarity and continuity with the issues and proceedings to be prepared if they are called on to act with the body.

### III. Terms & Term Limits:

- a. The duration of terms for existing bodies shall be as follows, and any new bodies shall have terms set at establishment by the Selectboard as appropriate:
  - i. Development Review Board: 3-years
  - ii. Planning Commission: 5-years
  - iii. Cemetery Commission: 3-years
  - iv. Conservation Commission: 4-years
  - v. Recreation Committee: 3-years
  - vi. Common Commission: 3-years
- b. Unless otherwise specified or applicable, all terms expire May 1st.
- c. Body members with expiring terms shall be notified by the Town Administrator, or designated individual, prior to February 1st regarding their desire to be reappointed. Members seeking reappointment must notify the Town Administrator or designated individual in writing no later than March 15th.
- d. There is no legal requirement that establishes the number of terms a member can serve. It is the responsibility of the Selectboard to evaluate the contribution of each member and determine whether that member should continue serving.

### IV. Resignations, Vacancies & Advertisement:

- a. Body members may resign by contacting the Town Administrator, or designated individual, in writing. Unless otherwise noted by the body member, the resignation will be effective immediately upon receipt of the resignation notice.
- b. Resignations will be reviewed and accepted by the Selectboard within 30 days of the receipt.
- c. If a body member is removed from office by the appointing authority in accordance with the body's rules of procedure, the seat shall be deemed vacant.
- d. Except for vacancies occurring during the year, the Selectboard will seek volunteers on an annual basis by advertising on or about February 1st with appointments made by April 30th.
- e. All seats with expiring terms, vacant seats, and openings on newly established bodies shall be advertised on the Town Website, Town Newsletter, Front Porch Forum, the Town Clerk's office, and any other designated location, unless immediate appointment is necessary to establish a quorum for an urgent matter.
- f. Open seats may be advertised as many times as necessary until filled.
- g. Advertisement shall include:
  - i. Description of the body's primary responsibilities
  - ii. Term length and term expiration
  - iii. Where to find an [Application for Board/Commission Appointment](#)
  - iv. Where to find the *Volunteer Appointment Policy*
  - v. Application deadline (10 days from advertisement date, unless otherwise specified)
  - vi. Staff contact for more information

### V. Application & Interview:

- a. Applicants for vacancies must submit an [Application for Board/Commission Appointment](#) to the Town Administrator or designated individual on or before the application deadline.
- b. Current body members interested in reappointment must submit their intent in writing to the Town Administrator or designated individual no later than March 15th.
- c. An interview will not be required prior to a Selectboard vote if the following conditions are met:
  - i. The candidate is an incumbent in good standing seeking reappointment; and
  - ii. The Chair, or Vice Chair in the case of the Chair's pending reappointment, provides a letter in support of reappointment; and

- iii. There are no other applicants for the seat.
- d. Interviews shall be conducted by the body during the open session at a body's regularly scheduled meeting. Each applicant shall be asked the same questions.
- e. After completing all interviews, and within 5 calendar days, the Chair of the body, or Vice Chair in the case of the Chair's pending appointment, shall provide a written recommendation to the Selectboard including an explanation of why the body believes the recommended candidate is the best fit.

**VI. Appointment & Notice:**


- a. All appointments and re-appointments to open seats will be made by majority vote of the Selectboard.
- b. The Selectboard reserves the right to:
  - i. Refuse any and all candidates;
  - ii. Decline to appoint a municipal body's recommended candidate;
  - iii. Interview any and all candidates;
  - iv. Solicit feedback from the Chair, body members, and relevant Town Staff when evaluating whether or not an incumbent is in good standing;
  - v. Be present for interviews conducted by municipal body;
  - vi. Enter executive session, as allowed by Vermont law (1 VSA 313), to deliberate on the appointment of any member of municipal bodies serving as public officers, if there are more applications than open seats available, or to consider removal of an appointee. This policy considers municipal appointees to be public officers with official duties.
- c. Appointees will be notified by the Town Administrator or designated individual within 5 business days of the appointment via postal mail and/or email.
  - i. Notification shall include term expiration, copy of Open Meeting Law and Municipal Ethics Law.

This policy may be amended by a majority vote of the Selectboard.


Adopted by the Selectboard of the Town of Westford at its meeting held May 22, 2025.

  
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 Casey Mathieu, Chair

  
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 Deb Sawyer Jorschick

  
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 William "Nick" Nichols

  
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 Pat Haller

  
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 Julia Andrews