



## PROCEDURES FOR THE APPOINTMENT TO TOWN BOARDS/COMMISSIONS/COMMITTEES

1. To begin the process, a given candidate submits his or her nomination form (nom form) and resume to the Selectmen's Nominations Advisory Committee (SNAC) [here](#).
2. SNAC acknowledges via email receipt of the nom form and provides copies to all three Selectmen.
3. After receiving the nom form, the Selectmen's office contacts the candidate to schedule interviews with the Selectmen. There could be a delay of several weeks or even months, depending upon the Selectmen's schedules and the openings on the desired Board/Commissions/Committees (B/C/C).
4. (a) The Board of Selectmen (BOS) nominates, and the Representative Town Meeting (RTM) appoints, members to the:

**Affordable Housing Trust Fund Board**  
**Aging Commission**  
**Alarm Appeals Board**  
**Ethics Board**  
**Harbor Management Commission**  
**Health Board**  
**Historic District Commission**  
**Human Services**  
**Inland Wetlands & Watercourse Agency**  
**Nathaniel Witherell Board**  
**Parks & Recreation Board**  
**Planning & Zoning Commission**  
**Planning & Zoning Board of Appeals**

After being nominated, the BOS places the candidate's name on the Call (agenda) of the next RTM meeting. The Chair of the RTM Appointments Committee and the Chair of one other RTM committee (depending on the B/C/C involved) contact the candidate to schedule an interview. Nominees may wish to make a statement prior to questioning by each committee. The nominee's name is then brought before the full RTM for appointment, at which time the committees that interviewed the nominee will report their recommendations. Candidates do not need to attend.

- (b) The BOS alone appoints (without the RTM) members to the:

**Citizens Police Advisory Committee**  
**Energy Management Advisory Committee**  
**Greenwich Communities (Housing Authority)**  
**Selectmen's Nomination Committee (SNAC)**

(c) The First Selectman alone appoints (without the RTM or other Selectmen) members to the:

**Conservation Commission  
Shellfish Commission**

5. SNAC advises candidates via email when they are nominated and/or appointed. Unsuccessful candidates are similarly advised.
6. Appointees become members of B/C/Cs at the beginning of a new term (typically April 1) or immediately if filling an unexpired term.

**PRE-INTERVIEW PREPARATION**

A member of SNAC is assigned to serve as a liaison to each of the B/C/C's. Candidates might contact the assigned SNAC member for assistance and information about the particular B/C/C of interest. Finally, a candidate should attend at least one meeting of the B/C/C to become familiar with its subject matter, issues, jurisdiction, powers, and duties.

**INTERVIEW GUIDELINES**

The Board of Selectmen and the members of the relevant RTM committees may discuss the following points with the candidates:

1. Involvement in community affairs.
2. Knowledge of the subject dealt with by the specific B/C/C.
3. Required time commitment.
4. Exploration of any potential conflict of interest arising from business or community activities.
5. Any other matter that might bear on the candidate's qualifications to serve on the B/C/C.